SPSA Tool

User Manual

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LCAP & SPSA Tool

Pivot's LCAP & SPSA Tool (the Tool) was designed to support districts across the state to complete their LCAP through a step by step process that helps schools identify goals and then build budgets to meet them.

The Tool Aligns the Planning and Budgeting Process

Implement

- Begin implementation of LCAP plan and begin assessing outcomes
- Community asset mapping

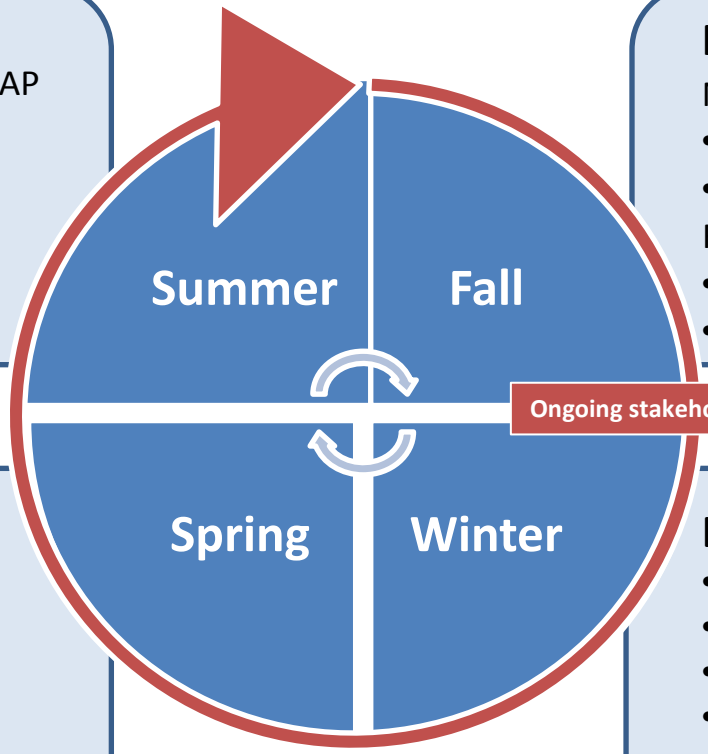
Review and Revise

Needs Assessment:

- Student achievement*
- Community engagement*

Review Current Plan:

- Set 3 year goals*
- Develop 3 year actions*



Ongoing stakeholder engagement and data analysis

Finalize

- Review budget and LCAP plan with stakeholders and share at public hearing
- Submit LCAP plan for final school board approval*

Budget (for next school year):

- Identify resources*
- Prioritize actions*
- Draft a budget*
- Gain consensus with stakeholders
- Finalize staffing decisions

*Activities supported by the Tool

"He who fails to plan is planning to fail."
Winston Churchill

About the Tool

Pivot Learning Partners' LCAP Tool facilitates a year-round planning and budgeting process and the creation of a district's Local Control Accountability Plan (LCAP)

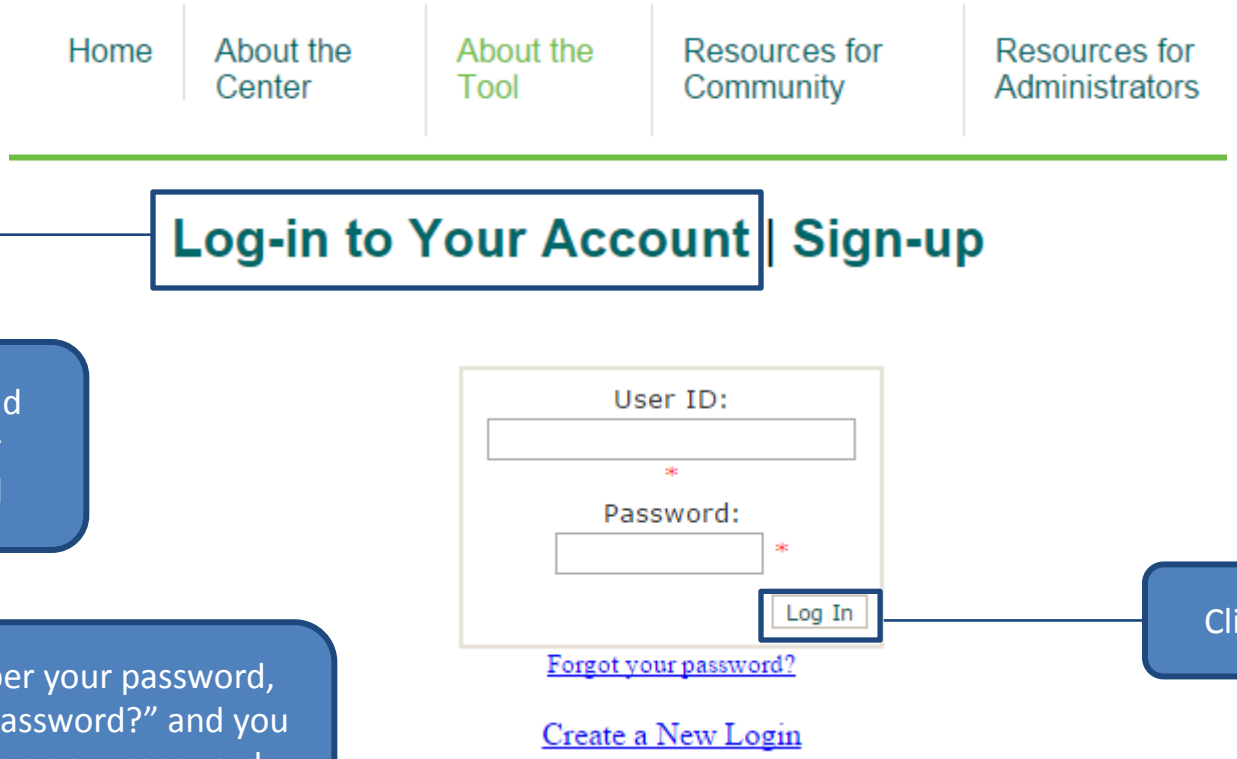
- School staff evaluate student data and can record the findings in the Tool
- Users can enter planning information, such as Goals, Actions and Expenditures
- The Tool supports prioritization of actions and budget planning
- A variety of reports are available at the click of a button, including the Local Control Accountability Plan (LCAP)
- Links to training and support resources are available

Benefits of the Tool

- Connects the planning and budgeting process
- Facilitates transparency and stakeholder engagement
- Provides an online medium for administrators to work together and to share best practices
- Enables a more effective and meaningful way of creating your Local Control and Accountability Plan (LCAP)
- Allows users to have multiple versions of their plan in order to create different scenarios and budgeting options

Login

Go to: www.edspending.org, then proceed to the "About the Tool" page



Select "Log-in to Your Account"

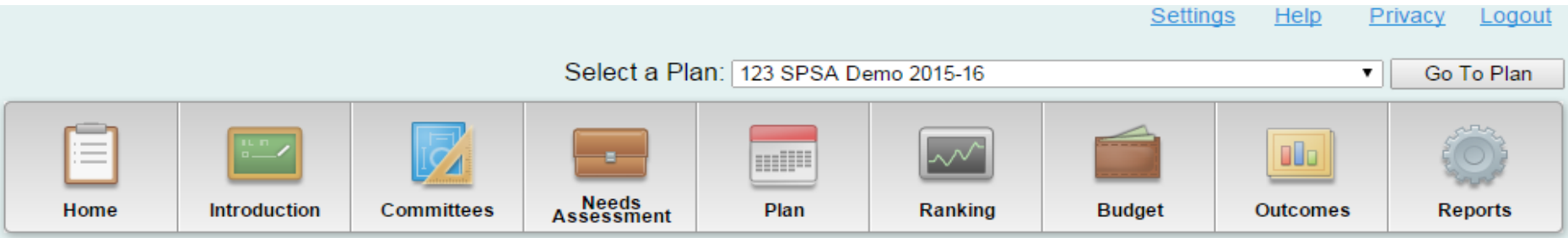
Enter your User ID and Password from your account setup email

If you do not remember your password, click on "Forgot your password?" and you will get an email with a new password which you can change after you log in

Click "Log –in"

Navigate using the buttons at the top or the links in the "Activities" section.

Home Page



Welcome to Your Plan: 123 SPSA Demo 2015-16

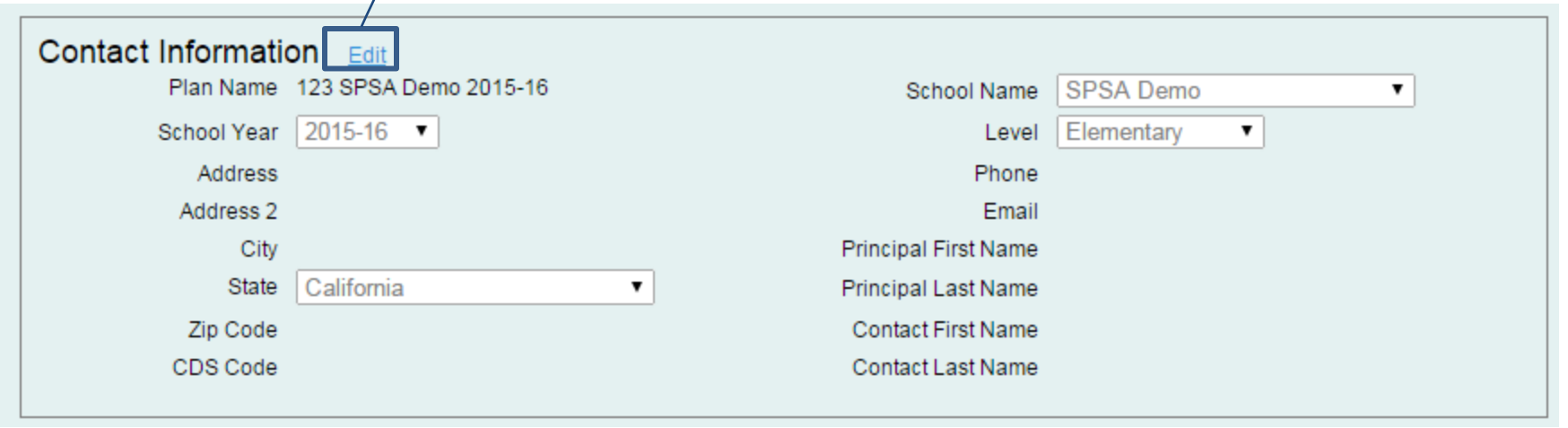
To start the planning process, click on School Basics. You may also select any option from the navigation above or the links below.

	Fall	Winter	Spring
Activities	School Basics Committees Needs Assessment Plan (Goals, Strategies)	Plan (Actions, Expenditures) Rank Expenditures Budget	Budget Reports
Training and Resources	Overview and Community Engagement Needs Assessment Goal Setting	Strategies and Actions Creating and Prioritizing Expenditures	Building the Budget Quick Guides

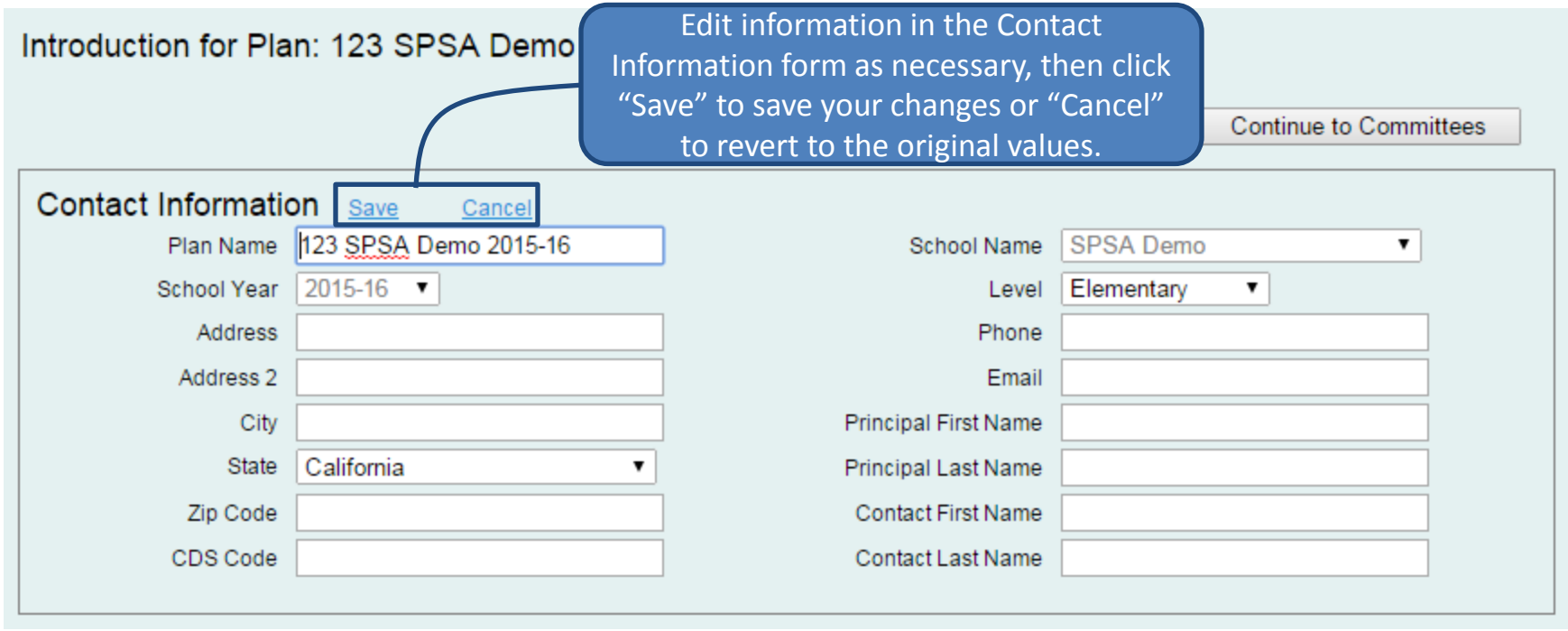
Links to program resources are available at the bottom of the page

Introduction

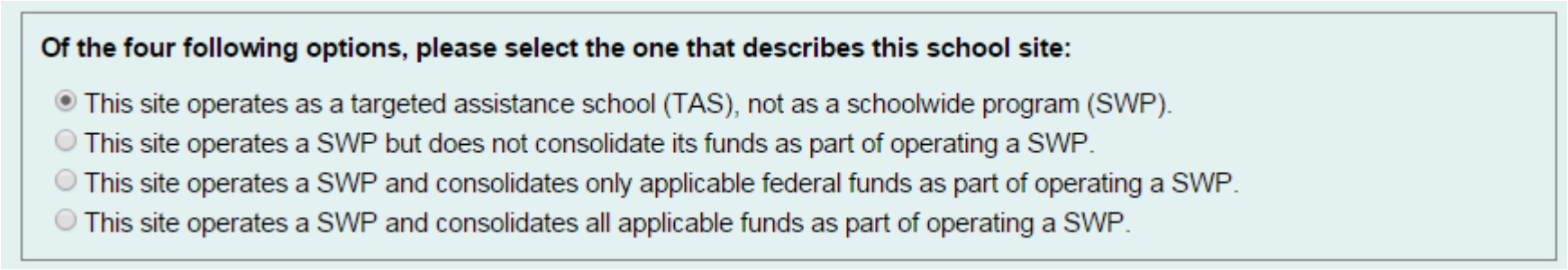
The upper part of the Introduction page includes Contact Information for your school. Click “edit” to edit information if anything needs to be changed.



Introduction (cont.)



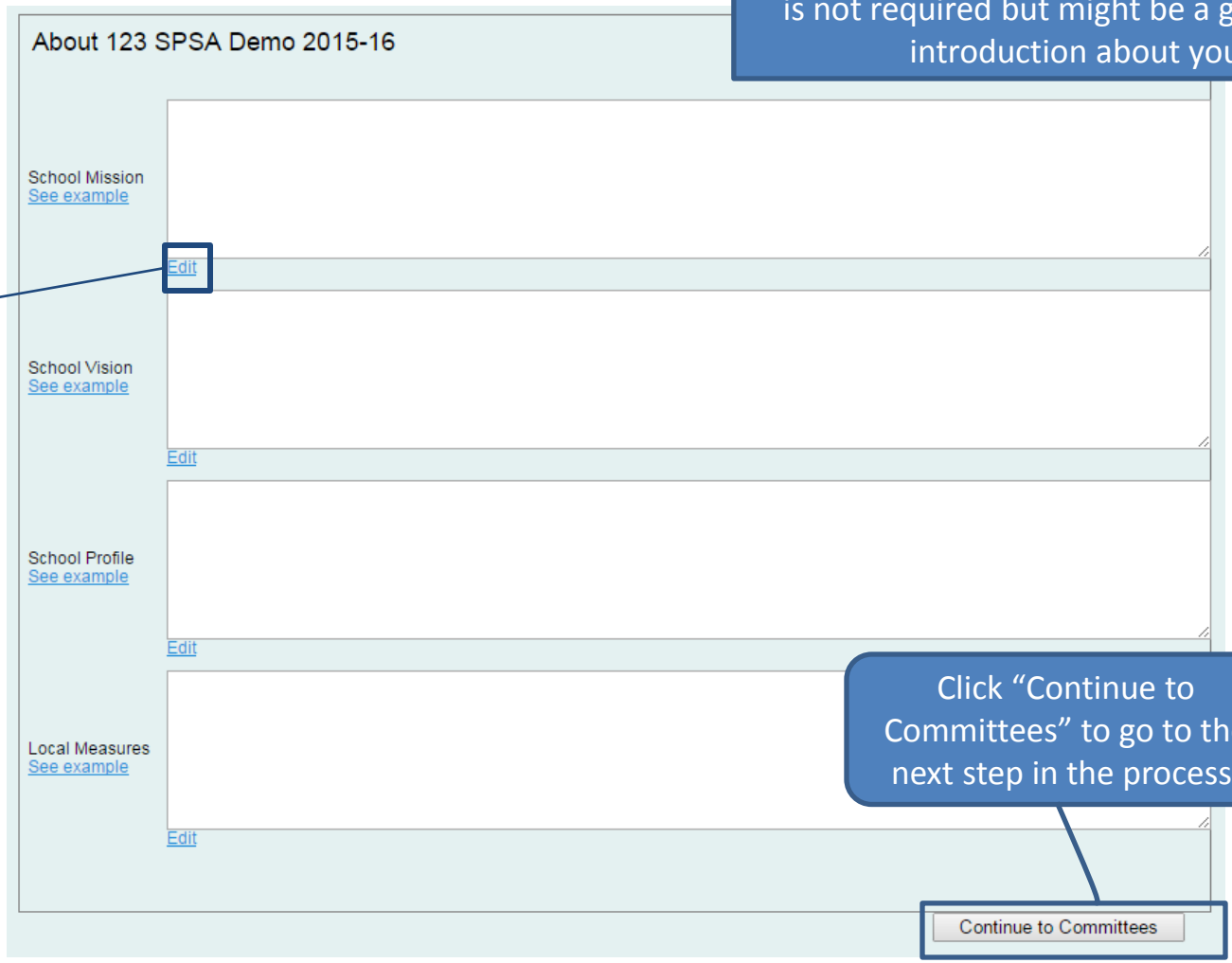
Introduction (cont.)


Of the four following options, please select the one that describes this school site:
This site operates as a targeted assistance school (TAS), not as a schoolwide program (SWP).
This site operates a SWP but does not consolidate its funds as part of operating a SWP.
This site operates a SWP and consolidates only applicable federal funds as part of operating a SWP.
This site operates a SWP and consolidates all applicable funds as part of operating a SWP.

Select the option that applies to your school

Introduction (cont.)

The lower part of this page includes additional information about your school, such as Overview, Mission & Vision, Description, and Other. Information added here will show up in the top part of the LCAP. This is not required but might be a good place to write an introduction about your LCAP plan.



Click "Edit" to insert or change text.

Click "Continue to Committees" to go to the next step in the process.

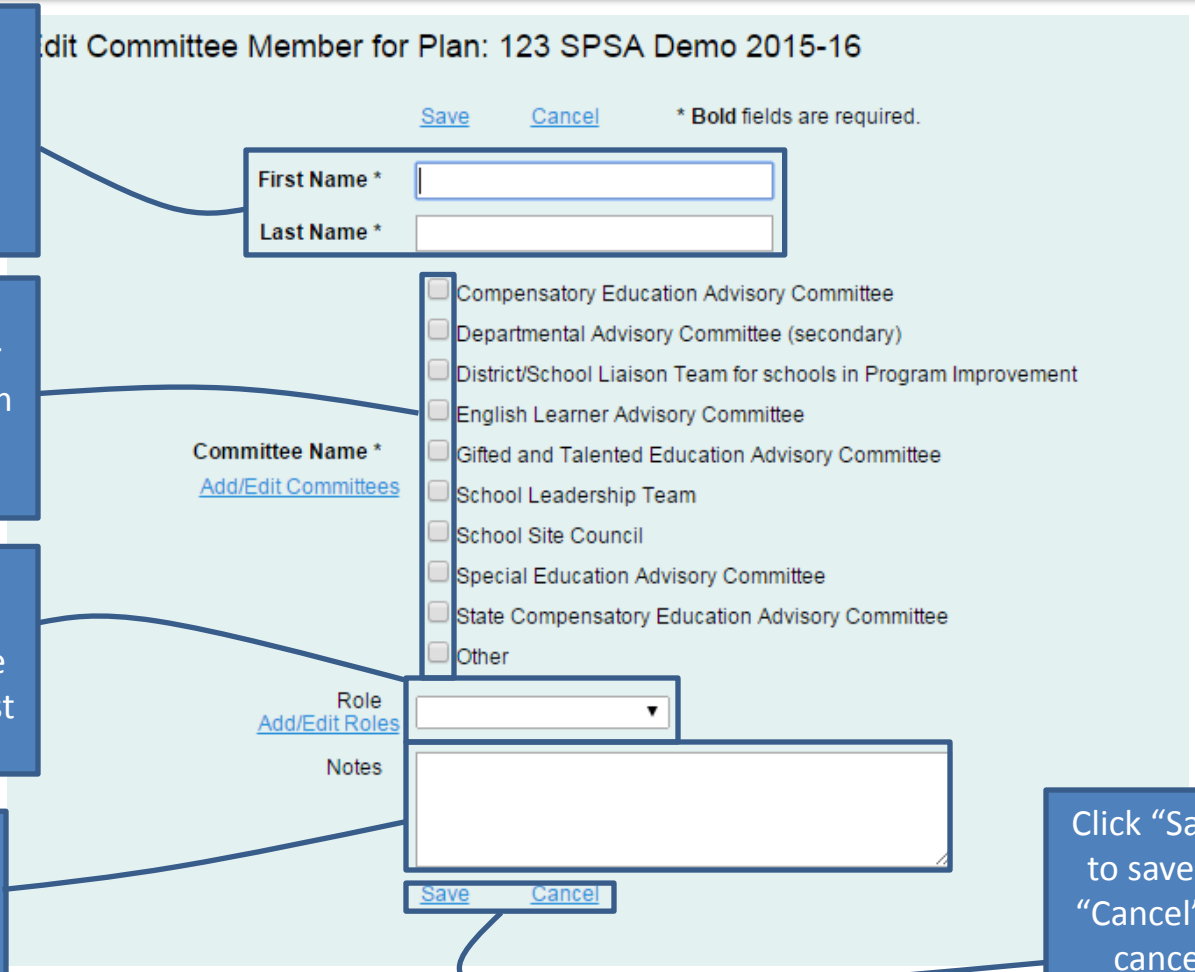
Committees

Enter the first and last name of your committee member

Select the committee or committees on which they serve

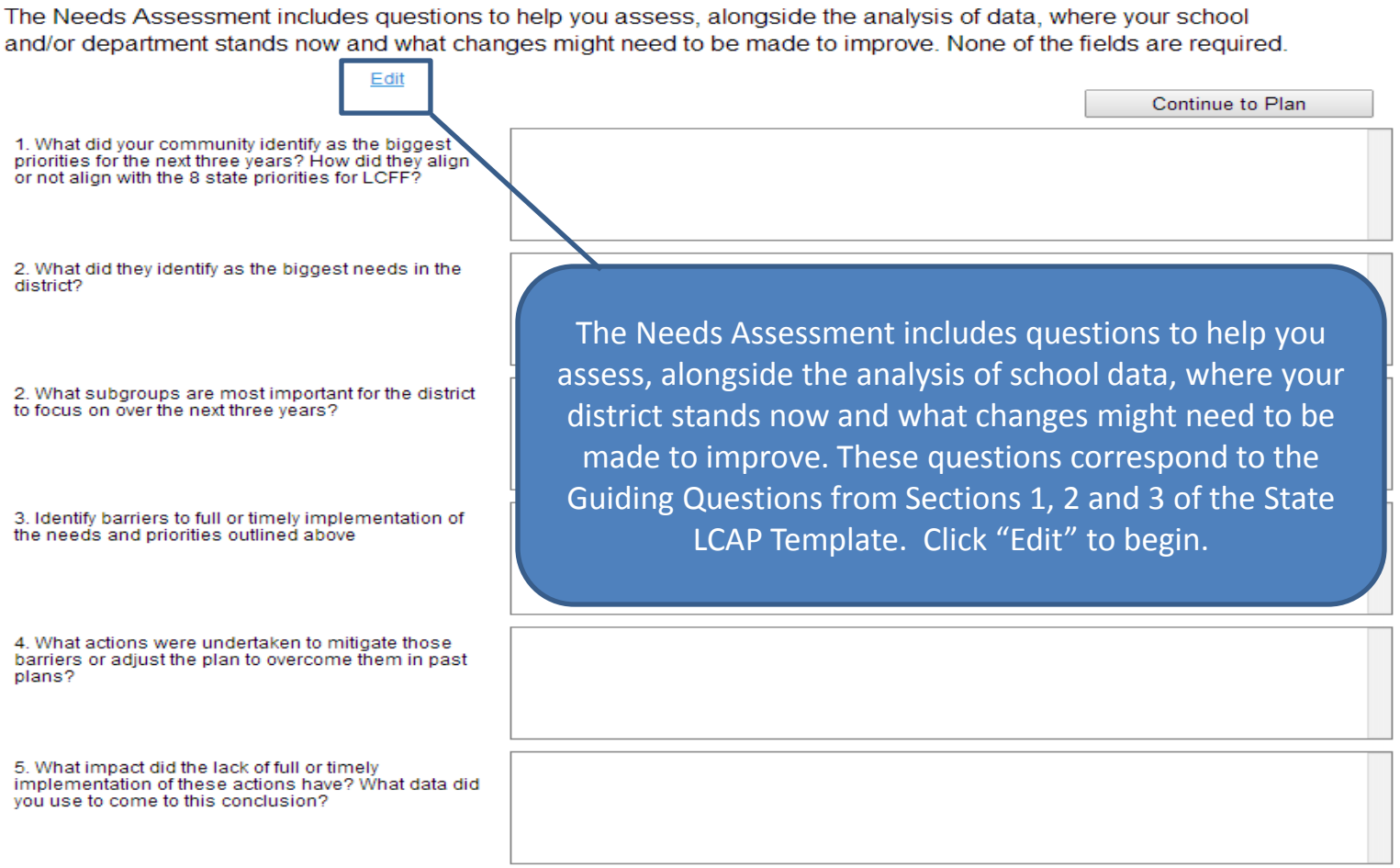
Select their role from the drop down list

Enter any relevant notes



Click "Save" to save or "Cancel" to cancel

Needs Assessment

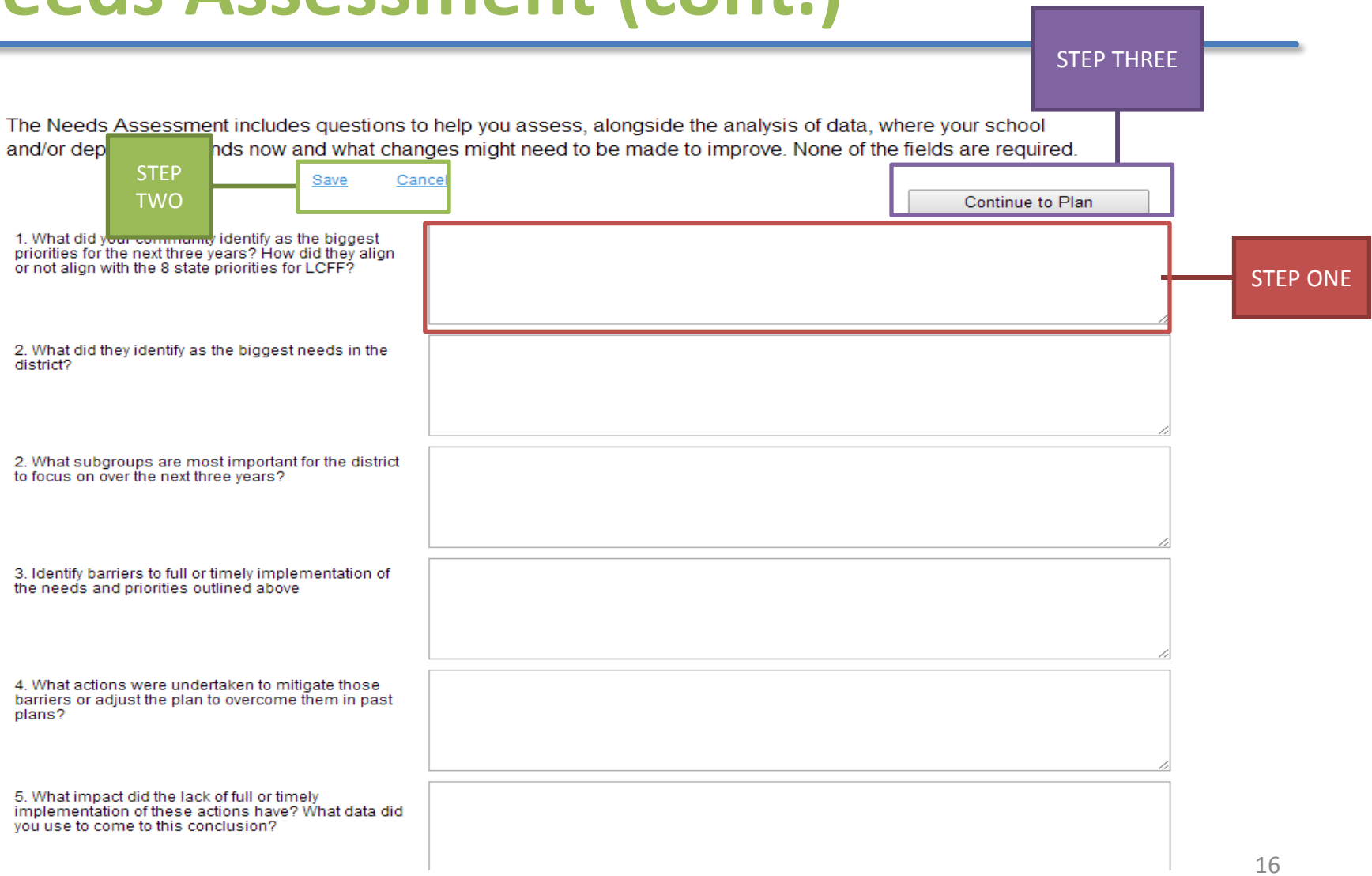

The Needs Assessment includes questions to help you assess, alongside the analysis of data, where your school and/or department stands now and what changes might need to be made to improve. None of the fields are required.
Edit
Continue to Plan
1. What did your community identify as the biggest priorities for the next three years? How did they align or not align with the 8 state priorities for LCFF?
2. What did they identify as the biggest needs in the district?
2. What subgroups are most important for the district to focus on over the next three years?
3. Identify barriers to full or timely implementation of the needs and priorities outlined above
4. What actions were undertaken to mitigate those barriers or adjust the plan to overcome them in past plans?
5. What impact did the lack of full or timely implementation of these actions have? What data did you use to come to this conclusion?
The Needs Assessment includes questions to help you assess, alongside the analysis of school data, where your district stands now and what changes might need to be made to improve. These questions correspond to the Guiding Questions from Sections 1, 2 and 3 of the State LCAP Template. Click "Edit" to begin.

1. Edit information in the Needs Assessment form as necessary

2. Then click "Save" to save your changes or "Cancel" to revert to the original values

3. Click "Continue to Plan" to go to the next step in the process

Needs Assessment (cont.)


STEP THREE
The Needs Assessment includes questions to help you assess, alongside the analysis of data, where your school
and/or dep nds now and what changes might need to be made to improve. None of the fields are required.
STEP TWO
Save
Cancel
Continue to Plan
1. What did your community identify as the biggest priorities for the next three years? How did they align or not align with the 8 state priorities for LCFF?
STEP ONE
2. What did they identify as the biggest needs in the district?
2. What subgroups are most important for the district to focus on over the next three years?
3. Identify barriers to full or timely implementation of the needs and priorities outlined above
4. What actions were undertaken to mitigate those barriers or adjust the plan to overcome them in past plans?
5. What impact did the lack of full or timely implementation of these actions have? What data did you use to come to this conclusion?

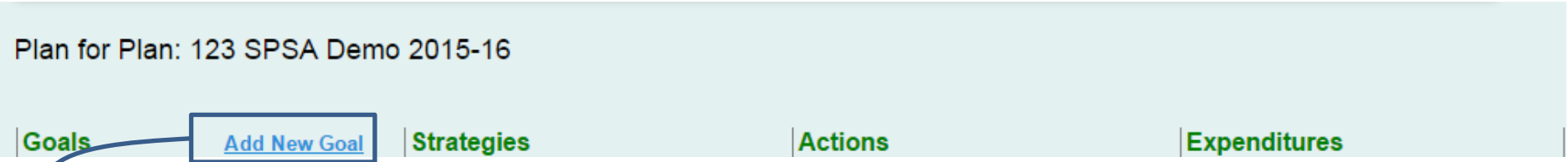
Plan

- The Plan page is where you will document much of the information required for your district plan. Goals, Strategies, Actions, and Expenditures are all visible on the same page, so you can see how all of the information supports your district goals.

- You must first identify a goal, then strategies, actions, and then expenditures for each goal. Each goal can have one or more related actions, each action can have one or more related expenditures, and so on.

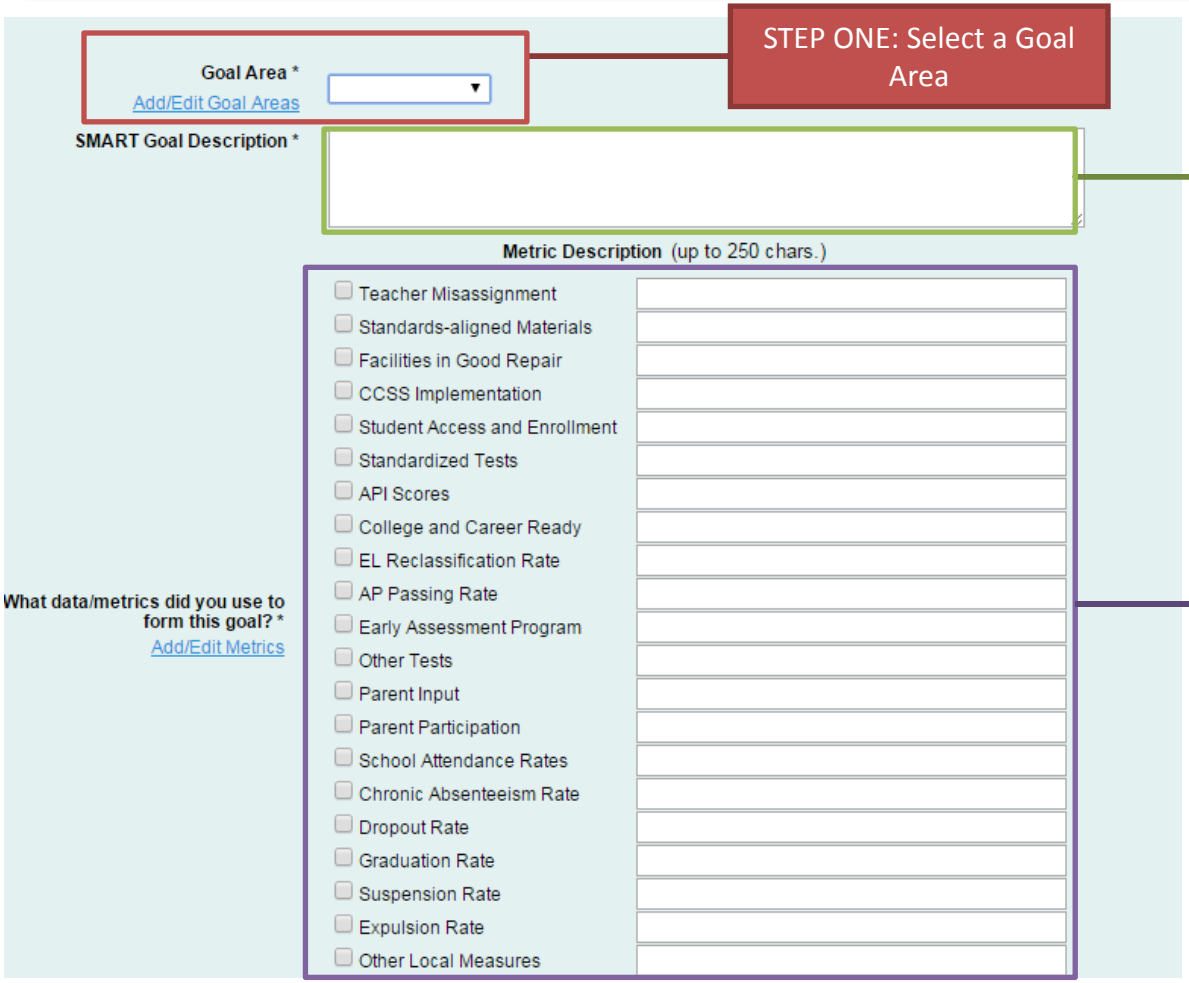
- The purpose of the Tool is to guide you with a specific process when planning and budgeting for your district. If, however, you would like to use a different process, you can type “N/A” into the Goal and Action fields so that you can identify Expenditures and work on ideas for budgeting, returning to add detail to the Goal and Action fields at a later time.

Plan (cont.)



To start the planning section, click “Add New Goal.” After you add your first Goal, you can then add Strategies, Actions, and Expenditures. After adding Goals, Strategies, Actions, and Expenditures, you can edit or delete individual items as information changes.

Adding/Editing Goals

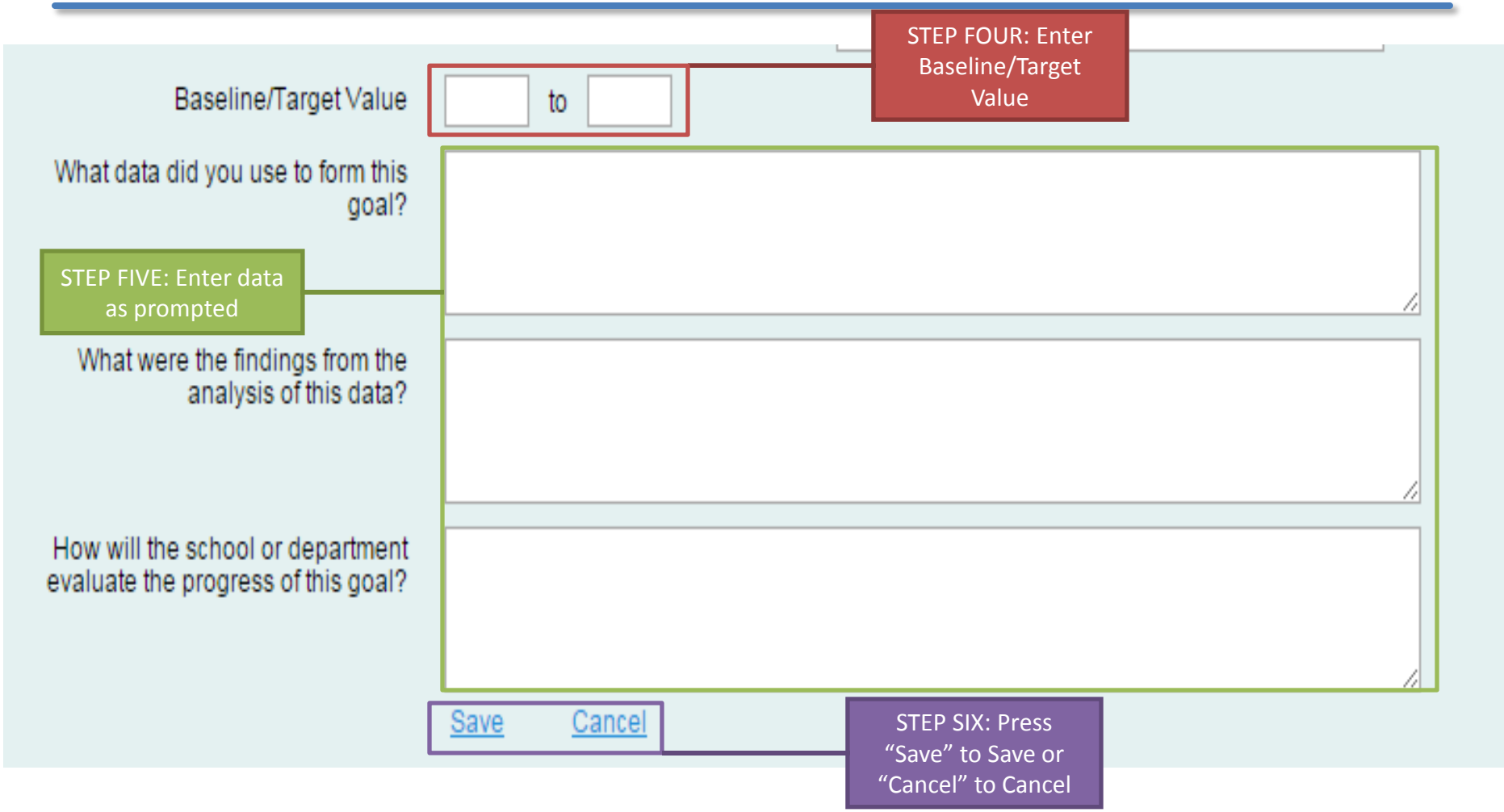


STEP ONE: Select a Goal Area

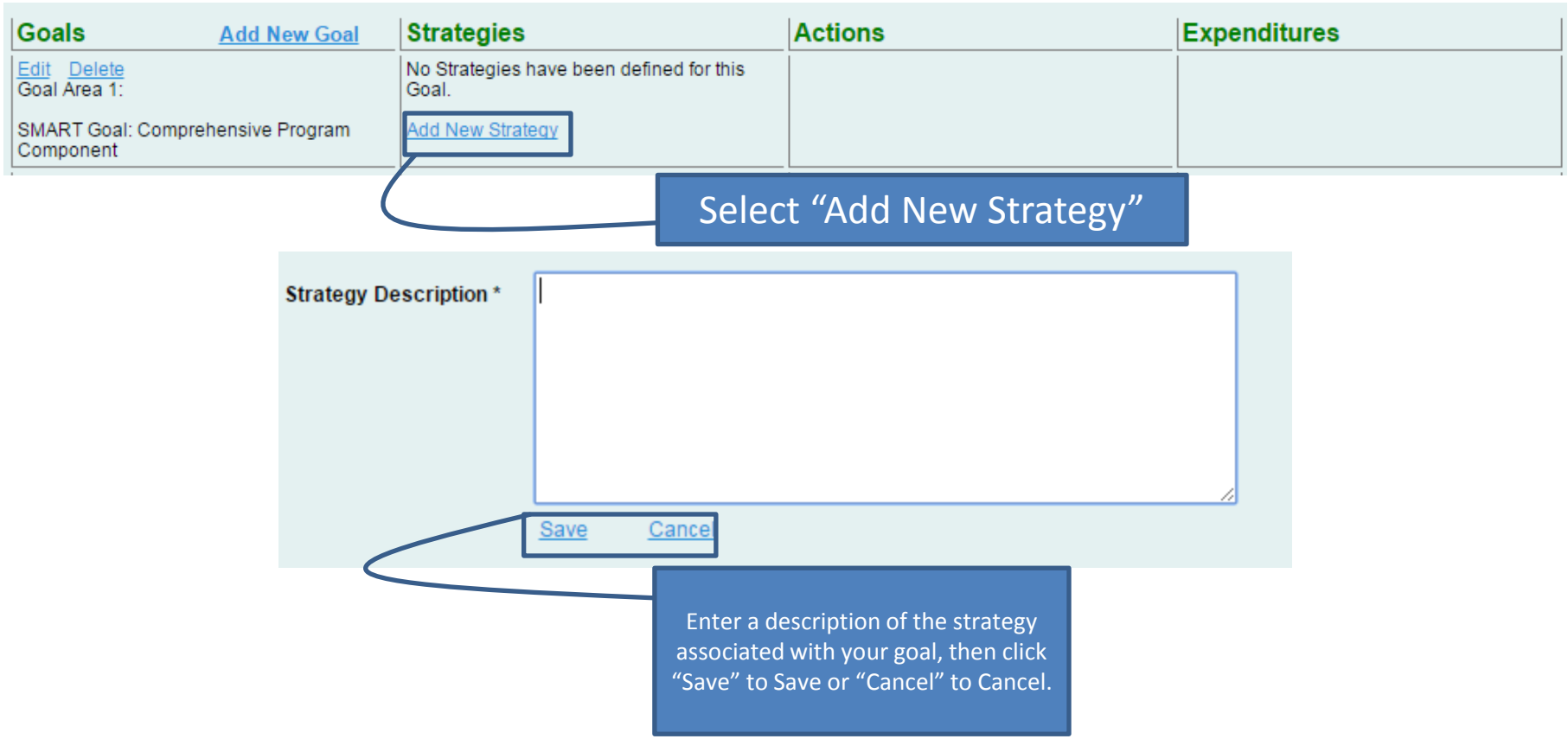
STEP TWO: Enter SMART Goal Description

STEP THREE: Indicate what data/metrics you used to form this goal

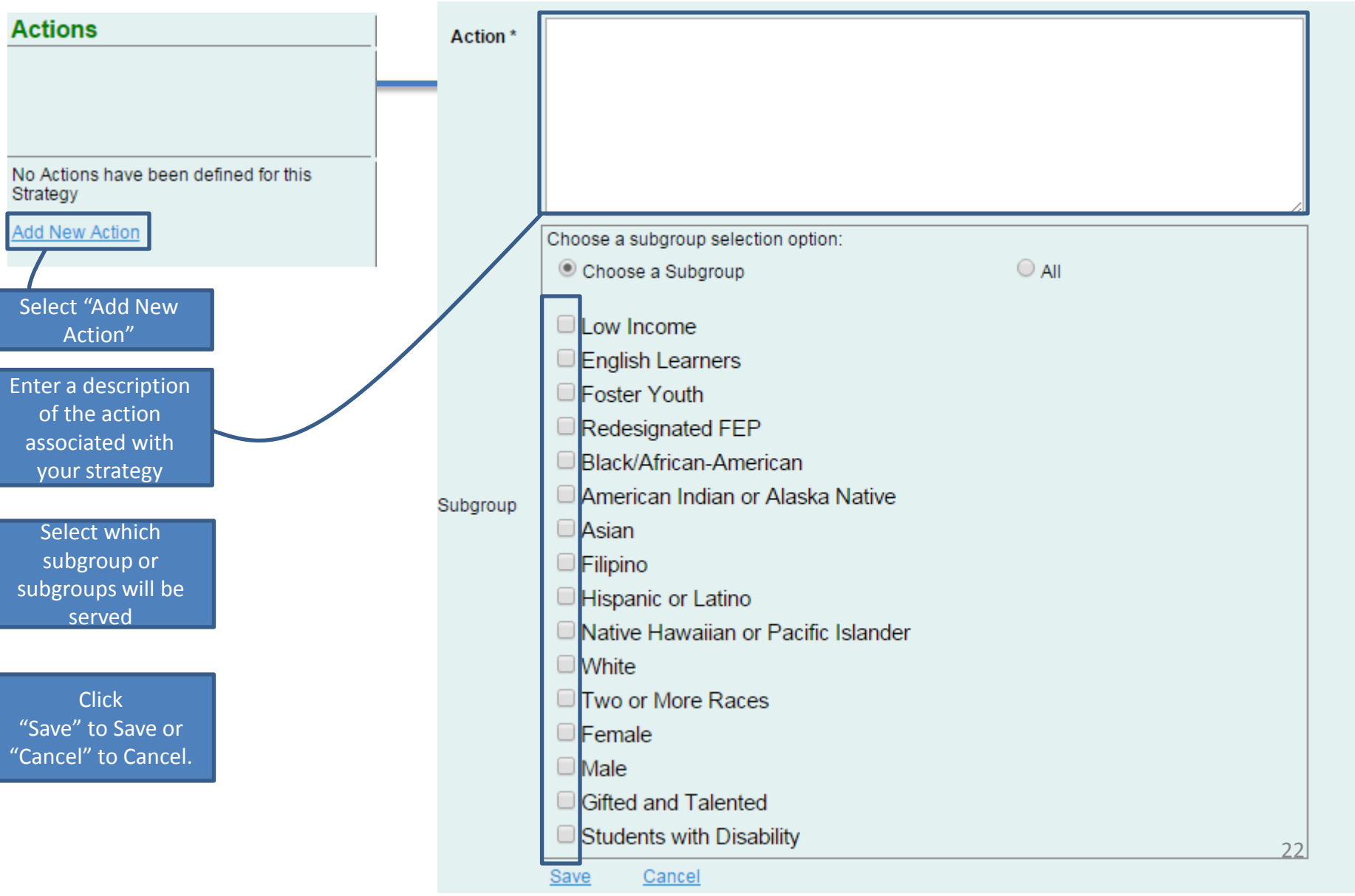
Adding/Editing Goals (cont'd)


STEP FOUR: Enter Baseline/Target Value
Baseline/Target Value
to
What data did you use to form this goal?
STEP FIVE: Enter data as prompted
What were the findings from the analysis of this data?
How will the school or department evaluate the progress of this goal?
Save
Cancel
STEP SIX: Press "Save" to Save or "Cancel" to Cancel

Strategies and Actions



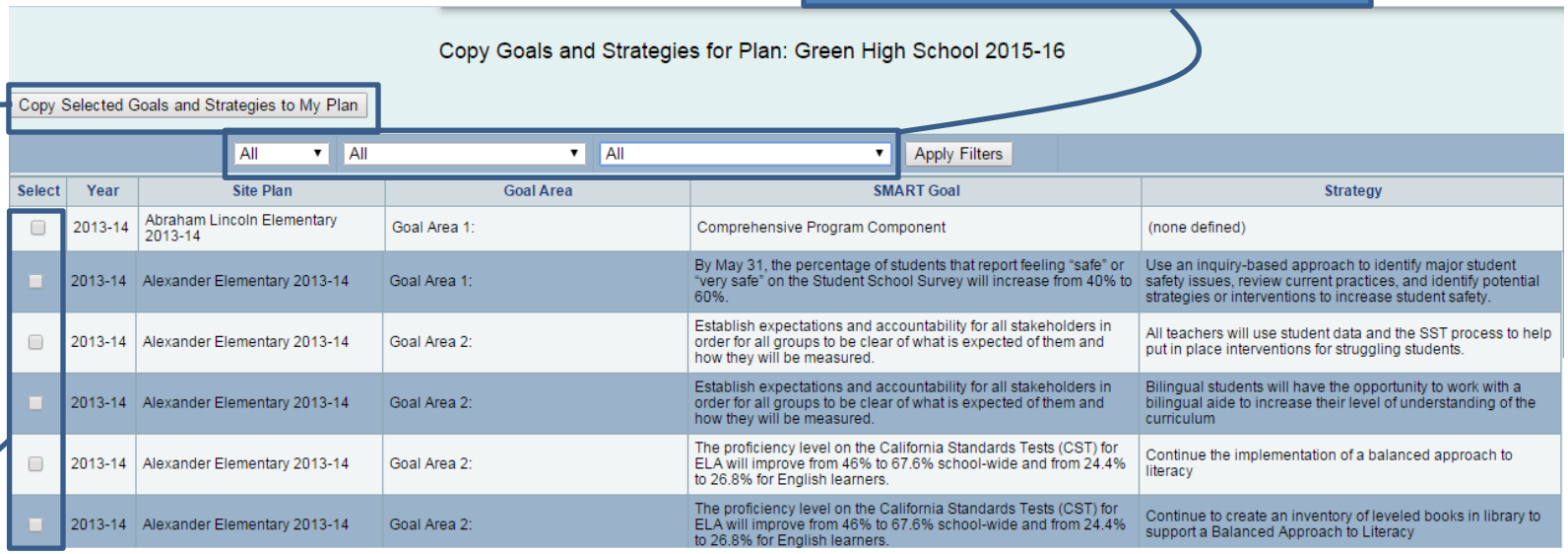
Strategies and Actions



Copy Goals and Strategies

When you are ready to copy the selected goals and strategies to your plan, click here

These drop-down menus allow you to filter goals and strategies by year, plan name, and goal area



Select	Year	Site Plan	Goal Area	SMART Goal	Strategy
☐	2013-14	Abraham Lincoln Elementary 2013-14	Goal Area 1:	Comprehensive Program Component	(none defined)
☐	2013-14	Alexander Elementary 2013-14	Goal Area 1:	By May 31, the percentage of students that report feeling "safe" or "very safe" on the Student School Survey will increase from 40% to 60%.	Use an inquiry-based approach to identify major student safety issues, review current practices, and identify potential strategies or interventions to increase student safety.
☐	2013-14	Alexander Elementary 2013-14	Goal Area 2:	Establish expectations and accountability for all stakeholders in order for all groups to be clear of what is expected of them and how they will be measured.	All teachers will use student data and the SST process to help put in place interventions for struggling students.
☐	2013-14	Alexander Elementary 2013-14	Goal Area 2:	Establish expectations and accountability for all stakeholders in order for all groups to be clear of what is expected of them and how they will be measured.	Bilingual students will have the opportunity to work with a bilingual aide to increase their level of understanding of the curriculum
☐	2013-14	Alexander Elementary 2013-14	Goal Area 2:	The proficiency level on the California Standards Tests (CST) for ELA will improve from 46% to 67.6% school-wide and from 24.4% to 26.8% for English learners.	Continue the implementation of a balanced approach to literacy
☐	2013-14	Alexander Elementary 2013-14	Goal Area 2:	The proficiency level on the California Standards Tests (CST) for ELA will improve from 46% to 67.6% school-wide and from 24.4% to 26.8% for English learners.	Continue to create an inventory of leveled books in library to support a Balanced Approach to Literacy

Check the boxes of the goals and strategies you wish to copy to your plan here

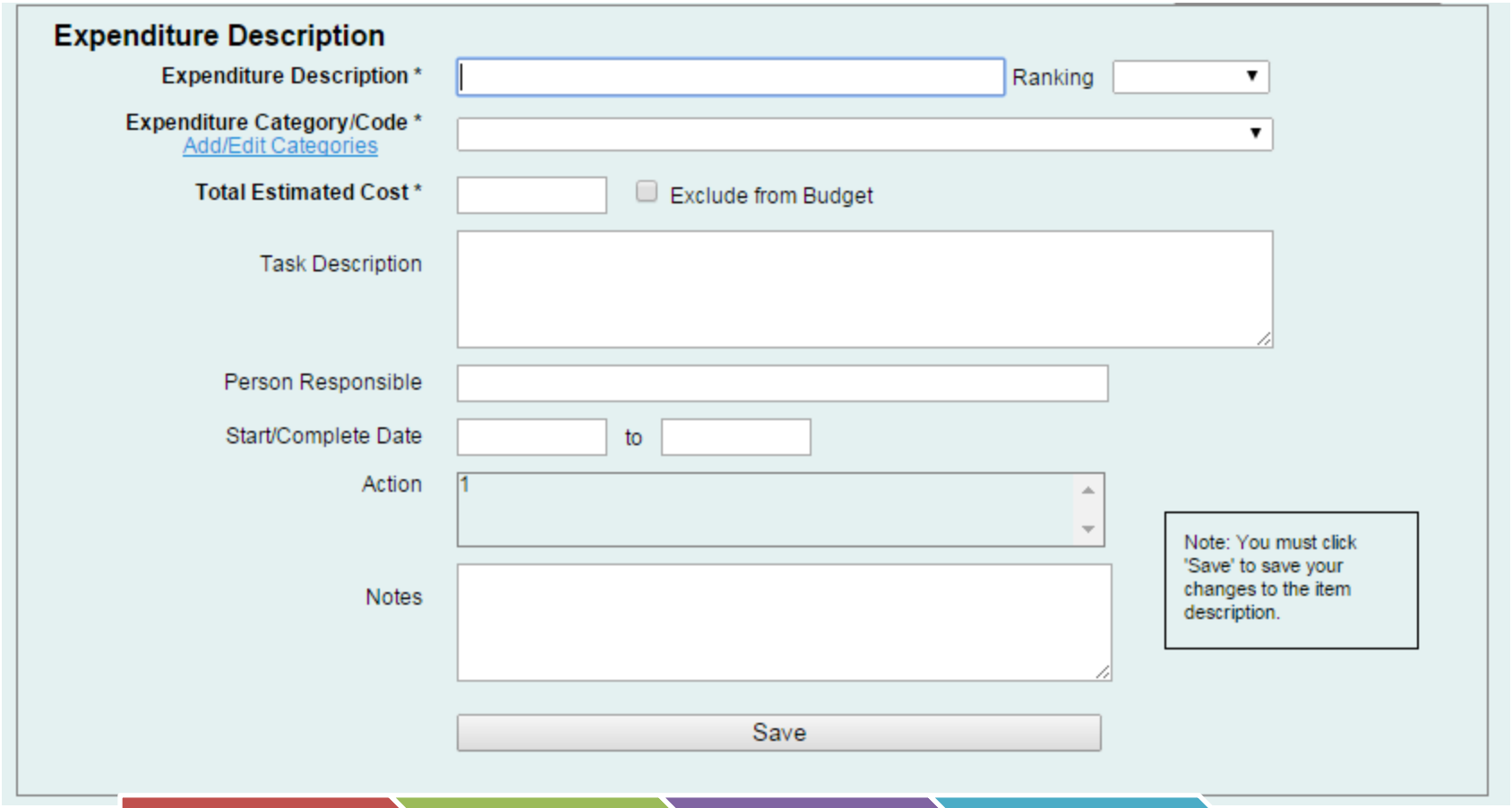
Step 1: Enter a description of your expenditure

Step 2: Rank your expenditure from 1-5, with 1 being the highest priority

Step 3: Select your expenditure code from the drop-down menu

Step 4: Enter the total estimated cost of your expenditure

Expenditures



Step 5: Enter the task description

Step 6: Name the person responsible for the task

Step 7: Enter the start and completion dates

Step 8: Enter any relevant notes and click “save”

Rank Expenditures

Rank Expenditures

Click to sort by header

Ranking

	Rank	Expenditure Description	Expenditure Category/Code	Total Est. Cost	SMART Goal	Action	
Edit	1= highest priority	New teacher	Certificated Teachers' Salaries	$55,000	School goal is to meet or surpass all Title I Part A Adequate Yearly Progress and California Departm...	Reduce class sizes in so that combination classes can be avoided, resulting in increased rigor and deeper	Edit
Edit	1= highest priority	Materials and Supplies	Materials and Supplies	$500	To increase student attendance in an attempt to reach the goal of 98% daily attendance	Implement monthly attendance award for students with perfect attendance	Edit
Edit	2= high priority	Subs for Profesional Devp time	Other Classified Salaries	$4,000	School goal is to meet or surpass all Title I Part A Adequate Yearly Progress and California Departm...	Teachers will be given release and PD time to review and analyze student results, and plan for common core	Edit
Edit	3= medium priority	New 4th grade teacher	Certificated Teachers' Salaries	$74,000	School goal is to meet or surpass all Title I Part A Adequate Yearly Progress and California Departm...	Reduce class sizes in so that combination classes can be avoided, resulting in increased rigor and deeper	Edit
Edit	3= medium priority	New 3rd grade teacher	Certificated Teachers' Salaries	$60,000	School goal is to meet or surpass all Title I Part A Adequate Yearly Progress and California Departm...	Reduce class sizes in so that combination classes can be avoided, resulting in increased rigor and deeper	Edit
Edit	4= low priority	Consultant to deliver professional development	Other Classified Salaries	$4,000	School goal is to meet or surpass all Title I Part A Adequate Yearly Progress and California Departm...	Hire consulting firm to deliver professional development on how to create performance-based assessment	Edit
Edit	5= lowest priority	Math assessments	Approved Textbooks and Core Curricula Materials	$5,000	School goal is to meet or surpass all Title I Part A Adequate Yearly Progress and California Departm...	Teachers will conduct math assessments three times a year	Edit

Click Edit to return to the Edit Action/Service section and select a rank if you have not already done so

Budget

- The Budget page will show your district budget. Here, you can edit Funding Allocations and the amounts budgeted and remaining will be shown for each funding source. You can also assign and modify funding sources and other information for each Expenditure from this page.

Budget

The Budget page shows expenditures for all goals by default. To focus on expenditures for a specific goal, use the dropdown menu.

The Budget page also displays Fiscal Year Allocations, Budgeted Totals, and Remaining amounts for each Funding Source.

Funding Source	Total Budget	Base	Supplemental	Title VI B	Concentration	Title I A Alloc	Title I-A-PI	Title II A	Title III IEP	Title III LEP	Donations
Edit Fiscal Year Allocation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Budgeted Total per Funding Source	$231,650	$136,650	$0	$0	$0	$3,850	$150	$91,000	$0	$0	$0
Remaining Total per Funding Source	($231,650)	($136,650)	$0	$0	$0	($3,850)	($150)	($91,000)	$0	$0	$0

	Priority	Exclude $	Proposed Expenditures For Activities and Strategies to Implement this Goal	Category/ Code	Total Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost
Edit	1	☐	Materials and Supplies	4300	$500	$250	$0	$0	$0	$0	$250	$0	$0	$0	$0	$0
Edit	1	☐	New teacher	1100	$55,000	$0	$0	$0	$0	$0	$0	$0	$55,000	$0	$0	$0
Edit	2	☐	Subs for Profesional Devp time	2900	$4,000	$0	$0	$0	$0	$0	$0	$0	$4,000	$0	$0	$0
Edit	3	☐	New 3rd gra					$0	$0	$0	$0	$0	$30,000	$0	$0	$0

Click "Edit" to return to the Edit Action section.

Click "Exclude $" for the expenditures you do not want to include in your budget. This will allow you to model different budget scenarios.

Edit Fiscal Year Allocations

Funding Source	Total Budget	Base	Supplemental	Title VI B	Concentration	Title I A Alloc	Title I-A-PI	Title II A	Title III IEP	Title III LEP	Donations	Carryover
Edit Fiscal Year Allocation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Budgeted Total per Funding Source	$231,650	$136,650	$0	$0	$0	$3,850	$150	$91,000	$0	$0	$0	$0
Remaining Total per Funding Source	($231,650)	($136,650)	$0	$0	$0	($3,850)	($150)	($91,000)	$0	$0	$0	$0

Click "Edit" to edit Fiscal Year Allocations.

	Priority	Exclude $	Proposed Expenditures For Activities and Strategies to Implement this Goal	Category/ Code	Total Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost
Edit	1	☐	Materials and Supplies	4300	$500	$250	$0	$0	$0	$250	$0	$0	$0	$0	$0	$0
Edit	1	☐	New teacher	1100	$55,000	$0	$0	$0	$0	$0	$0	$55,000	$0	$0	$0	$0
Edit	2	☐	Subs for Profesional Devp time	2900	$4,000	$0	$0	$0	$0	$0	$0	$4,000	$0	$0	$0	$0
Edit	3	☐	New 3rd grade teacher	1100	$60,000	$30,000	$0	$0	$0	$0	$0	$30,000	$0	$0	$0	$0

Edit Fiscal Year Allocations (cont.)

To add or edit the funding amounts or funding sources expected for the upcoming school year, click on the highlighted number you would like to change.

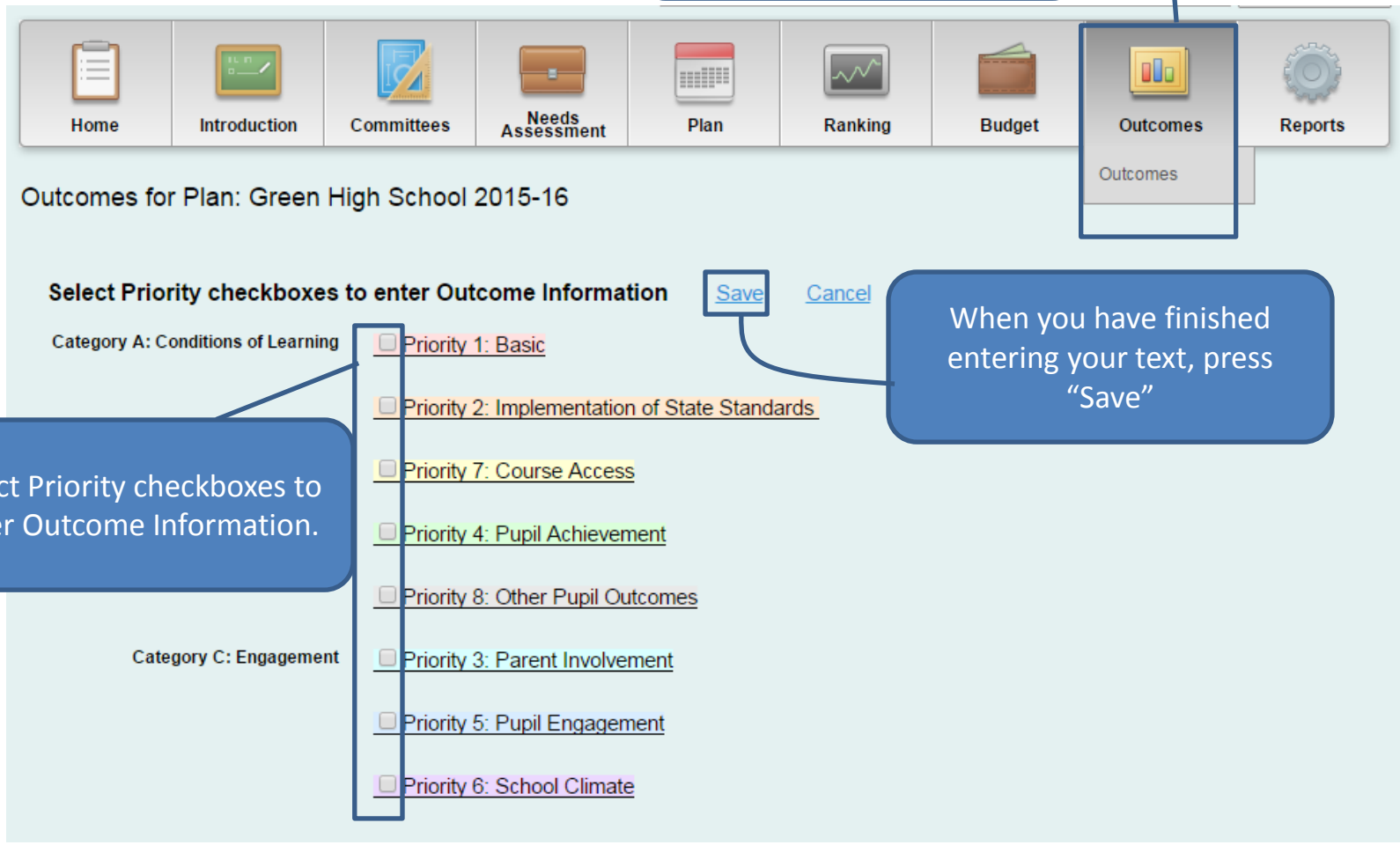
Return

	Funding Source	Sort Order	Funds Year 1	Funds Year 2	Funds Year 3	
	Base	1	8,800,000.0	8,810,000.0	8,820,000.0	Save Cancel
	Supplemental and Concentration Grant Money	2	0.00	0.00	0.00	
	Supplemental	2	300,000.00			
	Concentration	3	20,000.00			
	Title I, Part A: Allocation (J-K-L=)	4	800,000.00			

Then, edit the amount and click "Save" to save your changes or "Cancel" to revert to the original values. Clicking "Return" will take you back to the Budget page.

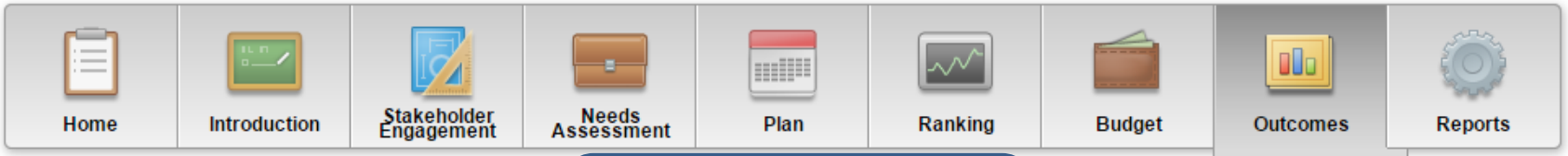
Outcomes

Click “Outcomes” from the “Outcomes” drop down menu to access this page



When you have finished entering your text, press “Save”

Select Priority checkboxes to enter Outcome Information.



Select "Annual Update" from the Outcomes drop-down menu

If you do not have last year's goals entered into the Tool, choose "Create a new Goal" from the drop down menu.

If you are a returning user entering annual updates, choose the goal you wish to enter an annual update for from the drop down menu.

2015-18

16 Bowling

nual Update Instructions

1 2 3 4 5 6

Select a Goal to Update:

Create a new Goal

(**Create a New Goal** is at the top of the list)

Original GOAL from prior year LCAP:		Related State and/or Local Priorities: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ COE Only: 9 ☐ 10 ☐ Local:
Goal Applies to:	Schools:	
	Applicable Pupil Subgroups:	
Expected Annual Measurable Outcomes:		Actual Annual Measurable Outcomes:
LCAP Year: 2013-14		
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?		

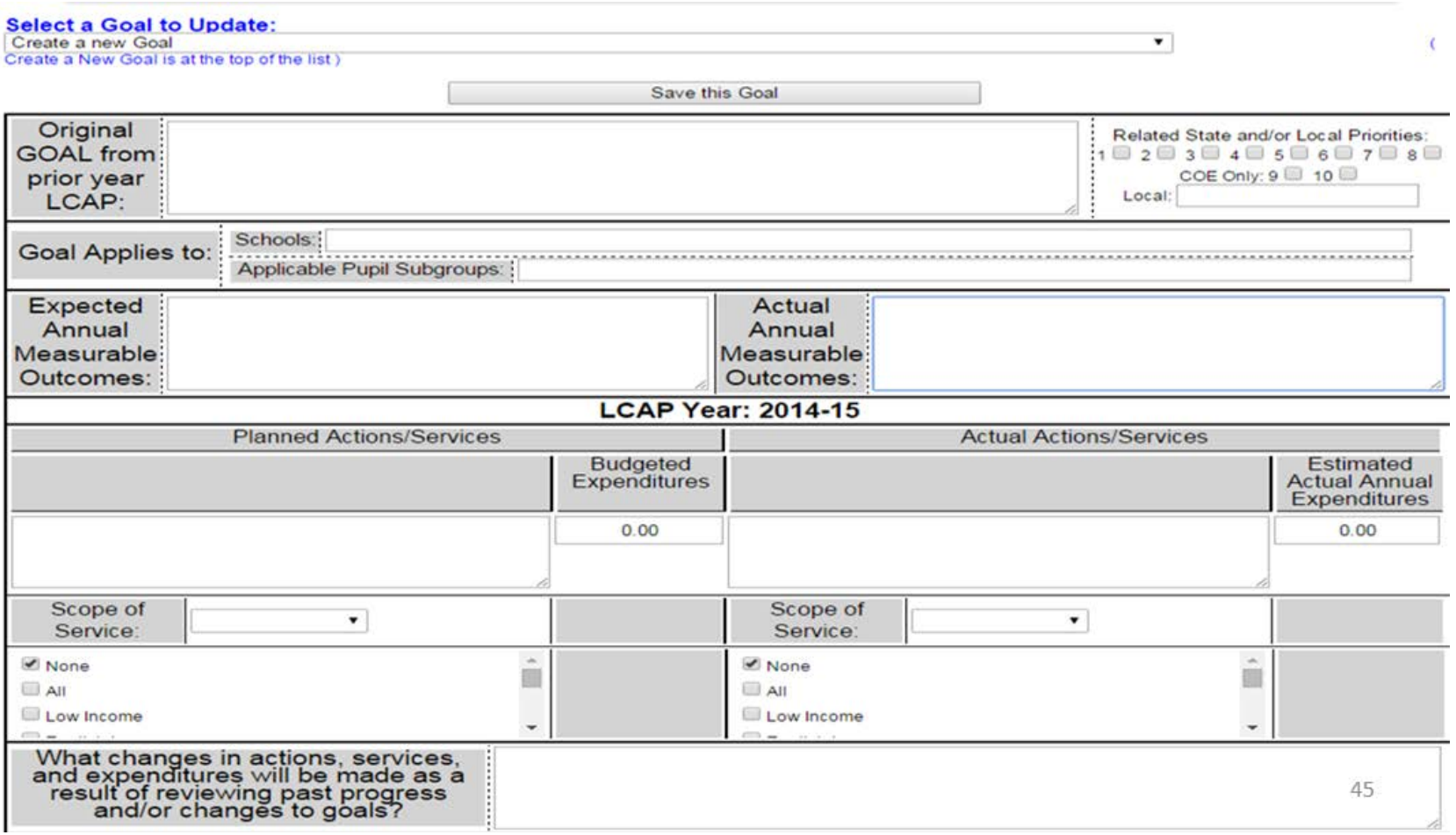
Fill in the information (identical to the Goals section)

Enter expected and actual measurable outcomes, actions/services, and scope of service

Review your planned and actual actions/services and start planning improvements for next year

When finished, click "Save this Goal" at the top.

Annual Update – New User



Select goal for annual update from drop-down menu

All Expected/Planned boxes will be auto-filled according to the goal selected from the drop-down menu

You can then proceed to enter the actual measurable outcomes, and actual actions/services, and begin thinking about how to improve next year

When finished, click "Save this Update"

Annual Update – Returning User

Select a Goal to Update:
Provide professional development and implementation support for schools and teachers to use the CCSS to provide First Best Instr

Save this Update

Original GOAL from prior year LCAP:	Provide professional development and implementation support for schools and teachers to use the CCSS to provide First Best Instruction	Related State and/or Local Priorities: 1 ☑ 2 ☑ 3 ☑ 4 ☐ 5 ☐ 6 ☑ 7 ☑ 8 ☐ COE Only: 9 ☐ 10 ☐ Local:
Goal Applies to:	Schools: Other : / Applicable Pupil Subgroups: All	
Expected Annual Measurable Outcomes:	Support for schools to implement CCSS correctly.	Actual Annual Measurable Outcomes:

LCAP Year: 2014-15

Planned Actions/Services		Actual Actions/Services	
	Budgeted Expenditures		Estimated Actual Annual Expenditures
Establish PLCs in all schools. Provide collaboration and planning time for teachers. Invest in teacher and staff training. Hire and retain quality staff.	1,280,000.00		
Scope of Service: LEA-Wide		Scope of Service:	
		☑ None ☐ All ☐ Low Income	

What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?

46

Save this Update

Reports - SPSA

After you have completed all of the steps in the SPSA-writing process, you can generate the SPSA by going to the Reports page and clicking on "Single Site Plan Report." Checking the "(Word)" box will download the file as a .doc file, as opposed to a .pdf file

The following reports will be delivered in PDF format, unless the (XLS) or (Word) checkbox is selected.

Budget Reports

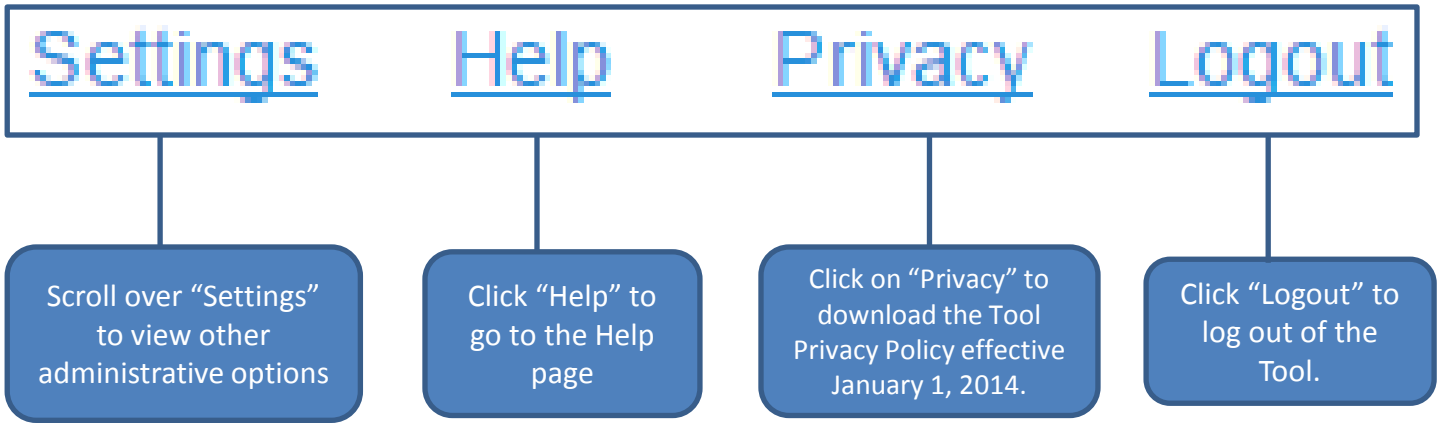
Salary Report	(XLS)	District-Wide Aggregated	All School/Department Reports
Non-Salary Report	(XLS)	District-Wide Aggregated	All School/Department Reports
Object Code Report	(XLS)	District-Wide Aggregated	All School/Department Reports
Budget Goal Area Report	(XLS)	District-Wide Aggregated	All School/Department Reports
Budget Strategy Report	(XLS)	District-Wide Aggregated	All School/Department Reports
Budget Subgroup Report	(XLS)	District-Wide Aggregated	All School/Department Reports
Budget by Object Code	(XLS)	District-Wide Aggregated	All School/Department Reports
Budget by Funding Source	(XLS)	District-Wide Aggregated	All School/Departm

Summary Reports

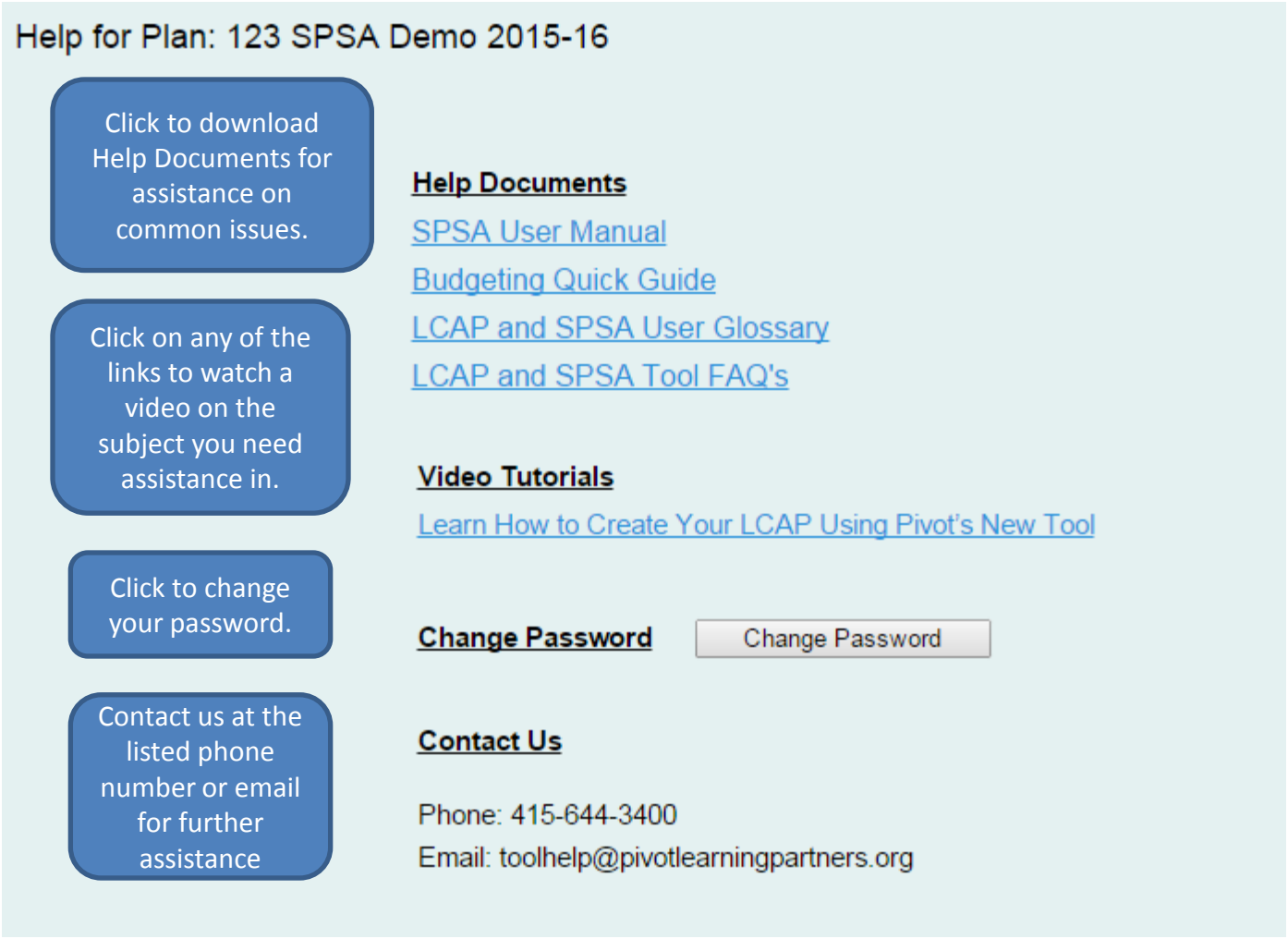
Board Summary	(XLS)
Stakeholders Report	(XLS)

These are additional reports from various sections that ca be automatically generated with the click of a button.

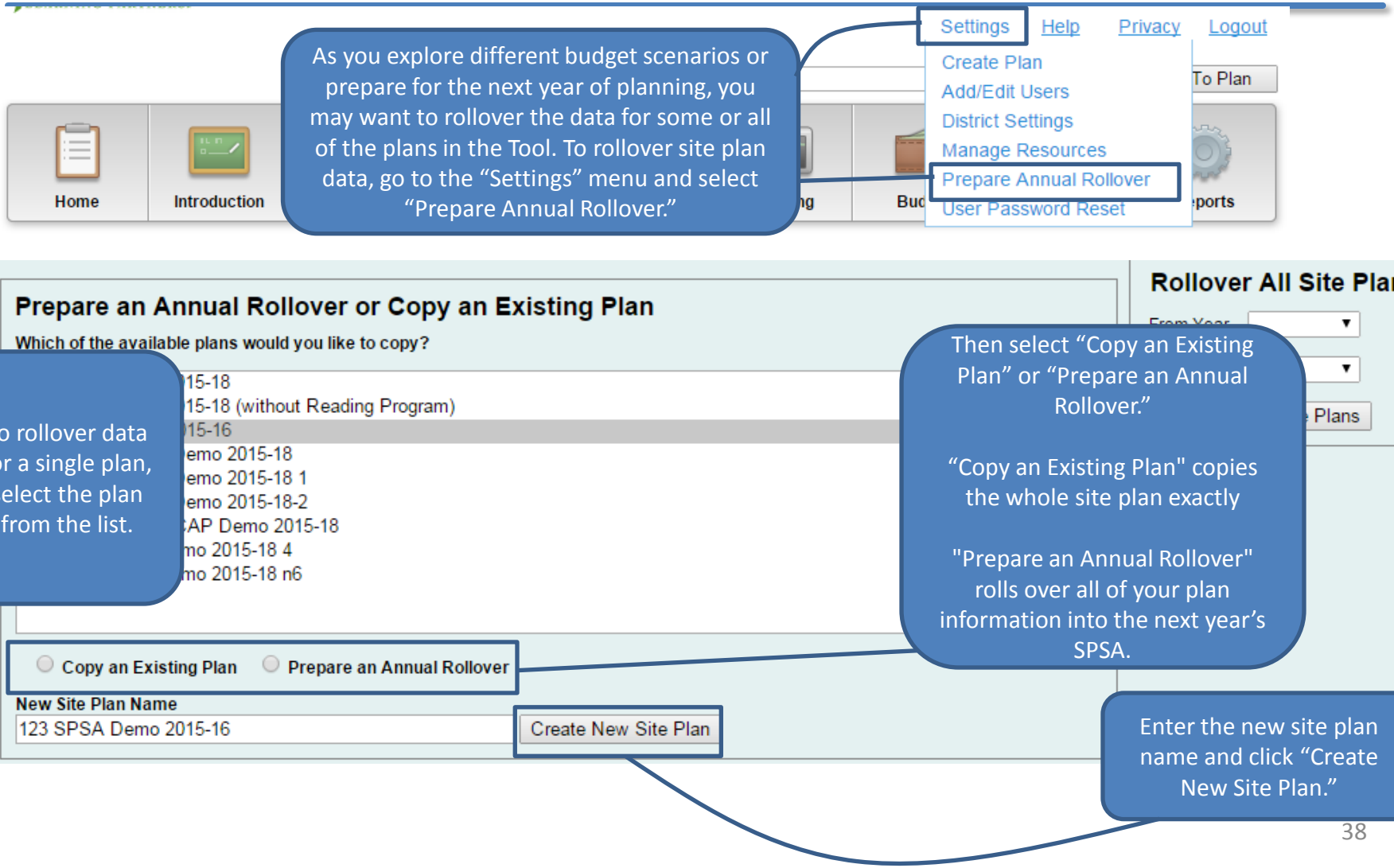
Settings, Help, Privacy, Logout


Settings
Help
Privacy
Logout
Scroll over “Settings” to view other administrative options
Click “Help” to go to the Help page
Click on “Privacy” to download the Tool Privacy Policy effective January 1, 2014.
Click “Logout” to log out of the Tool.

Settings, Help, Privacy, Logout

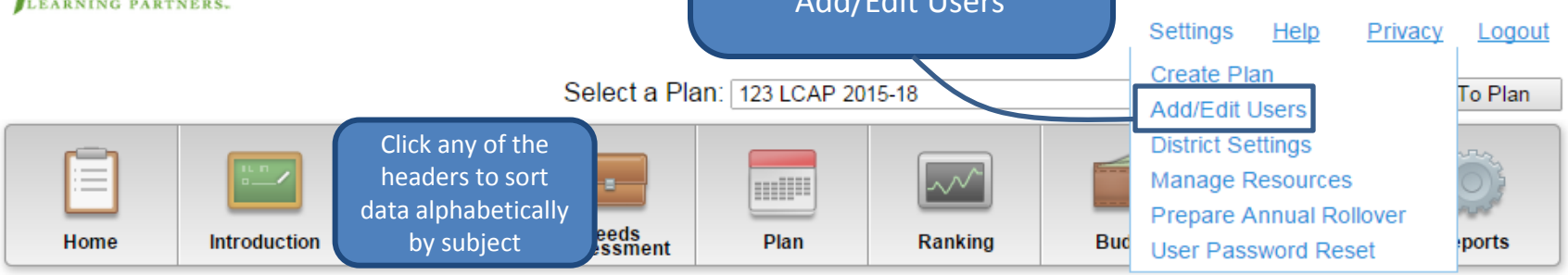

Help for Plan: 123 SPSA Demo 2015-16
Click to download Help Documents for assistance on common issues.
Click on any of the links to watch a video on the subject you need assistance in.
Click to change your password.
Contact us at the listed phone number or email for further assistance
Help Documents
SPSA User Manual
Budgeting Quick Guide
LCAP and SPSA User Glossary
LCAP and SPSA Tool FAQ's
Video Tutorials
Learn How to Create Your LCAP Using Pivot's New Tool
Change Password
Change Password
Contact Us
Phone: 415-644-3400
Email: toolhelp@pivotlearningpartners.org

Settings – Copy an Existing Plan/Prepare an Annual Rollover


Settings
Help
Privacy
Logout
Create Plan
Add/Edit Users
District Settings
Manage Resources
Prepare Annual Rollover
User Password Reset
To Plan
Home
Introduction
Reports
As you explore different budget scenarios or prepare for the next year of planning, you may want to rollover the data for some or all of the plans in the Tool. To rollover site plan data, go to the "Settings" menu and select "Prepare Annual Rollover."
Prepare an Annual Rollover or Copy an Existing Plan
Which of the available plans would you like to copy?
Rollover All Site Plans
Plans
To rollover data for a single plan, select the plan from the list.
Then select "Copy an Existing Plan" or "Prepare an Annual Rollover."
"Copy an Existing Plan" copies the whole site plan exactly
"Prepare an Annual Rollover" rolls over all of your plan information into the next year's SPSA.
Copy an Existing Plan
Prepare an Annual Rollover
New Site Plan Name
123 SPSA Demo 2015-16
Create New Site Plan
Enter the new site plan name and click "Create New Site Plan."

Settings – Add/Edit Users

To add a new user, go to "Settings" at the top of the screen and select "Add/Edit Users"



Click any of the headers to sort data alphabetically by subject

You can edit the user information by clicking on "Edit".

District Users for District: Gizmo Unified

to add a new user, enter user names, email, etc. in the blank row at the bottom of the grid, then click the Add New link.

What is a Sub-District? What is Admin?

	User ID	First Name	Last Name	Email	School Name	Sub-District	Admin?	
Edit	Aaron	Aaron	S	khoppe@pivotlearningpartners.org	123 SD LCAP	None Selected	Yes	Delete
Edit	CharlieW	Charlie	Charlie	khoppe@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Kelly3	Kelly	Hoppe	khoppe@pivotlearningpartners.org	Alexander Elementary	None Selected	No	Delete
Edit	MeganS	Megan	Sweet	msweet@pivotlearningpartners.org	Signs Elementary	None Selected	Yes	Delete
Edit	Ralph1	Ralph	Davies	rdavies@sbcglobal.net	Signs Elementary	Gizmo Subset	No	Delete
Edit	Students	Students	Goldman	khoppe@pivotlearningpartners.org	Alexander Elementary	None Selected	No	Delete
Edit	WilliamsTest	Williams	Test	khoppe@pivotlearningpartners.org	Alexander Elementary	None Selected	No	Delete
Add New					123 SD LCAP	None selecte	No	

Click "Add New" to add the user. An email will be sent to the user with the user name and a password. The user will be able to change their password after they log in for the first time.

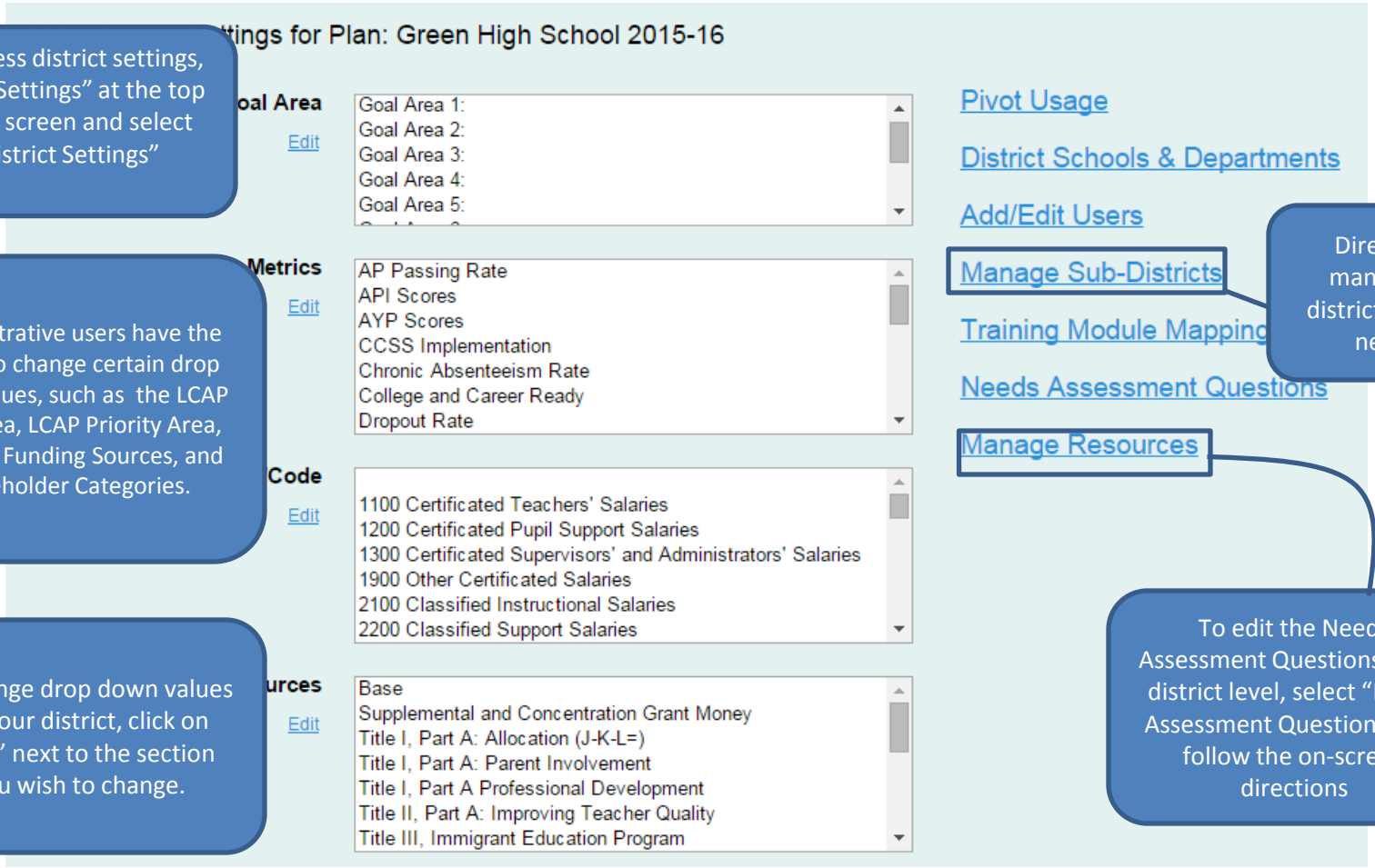
Identify whether the user will be an Admin or a regular user. An Admin will be able to modify district values, add users and prepare the annual rollover of all plans, among other things.

Settings – District Settings

To access district settings, go to "Settings" at the top of the screen and select "District Settings"

Administrative users have the ability to change certain drop down values, such as the LCAP Goal Area, LCAP Priority Area, Metrics, Funding Sources, and Stakeholder Categories.

To change drop down values for your district, click on "Edit" next to the section you wish to change.

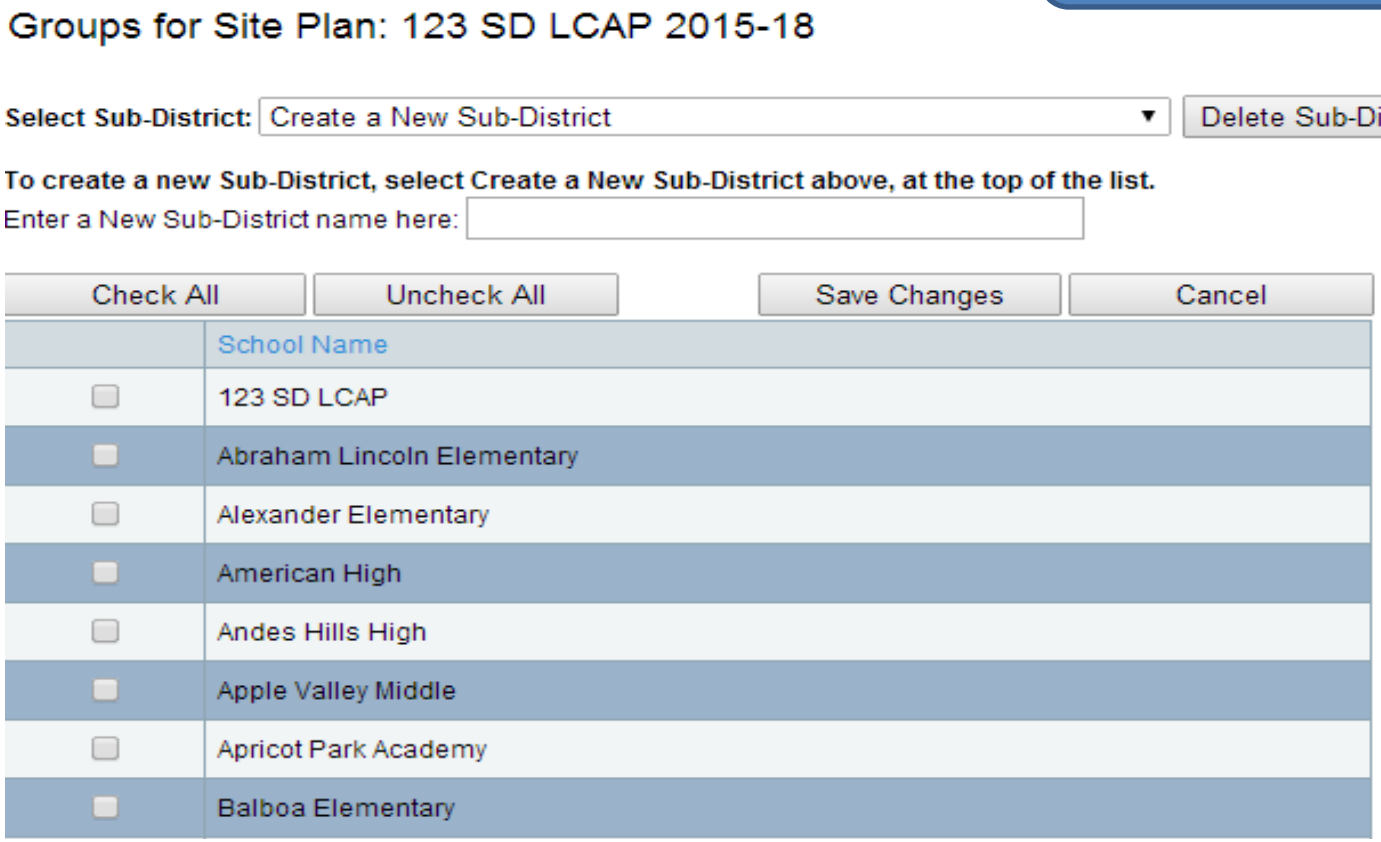


Directions for managing sub-districts are on the next page

To edit the Needs Assessment Questions at the district level, select "Needs Assessment Questions" and follow the on-screen directions

District Settings – Create Sub-Districts cont. (Admin Only)

To create a new Sub-District, select "Manage Subdistricts" from the Select Sub-District drop down menu.



Select the schools to be included in the Sub-District.

Enter the name of the Sub-District.

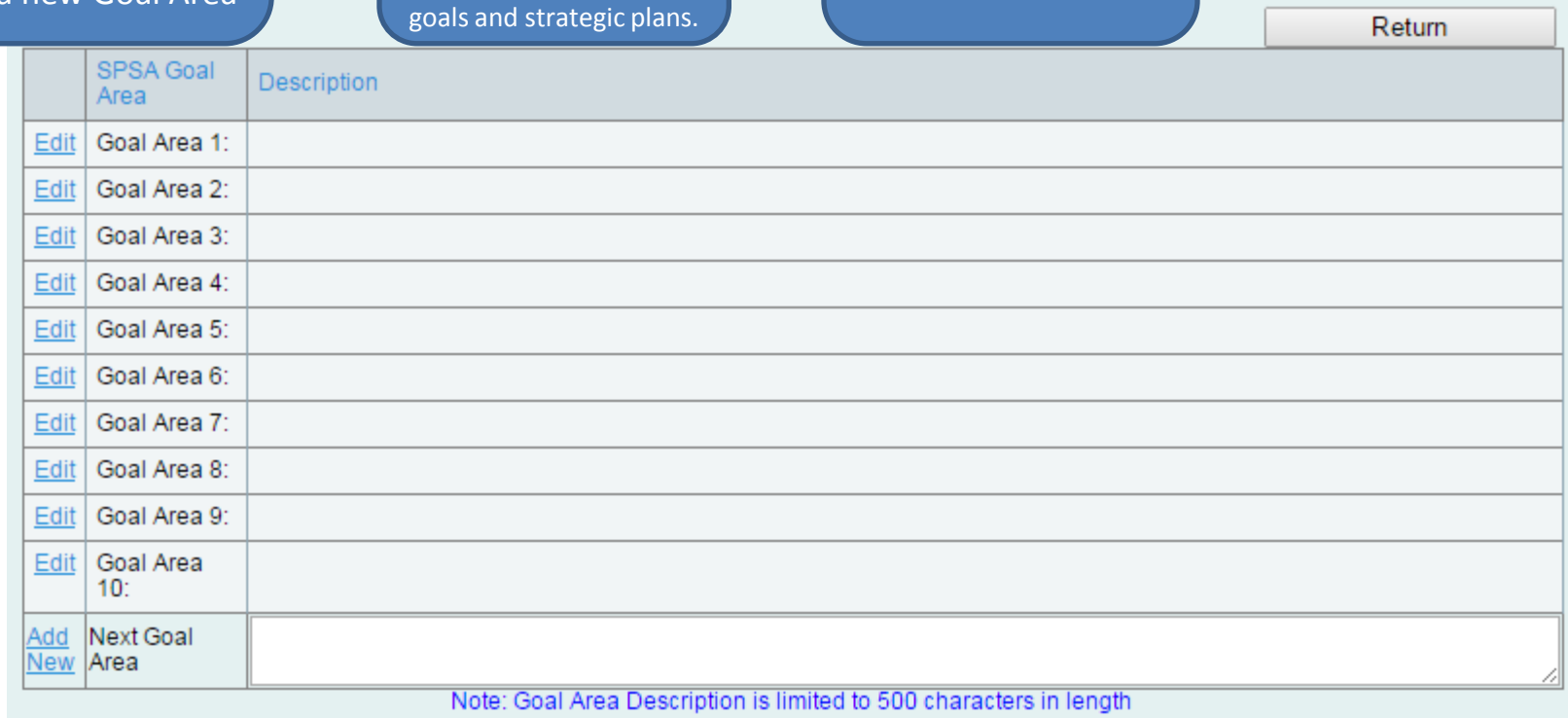
Click on "Save Changes" to save the sub-district. After the Sub-District has been created, you may assign users to the subgroup in the District Users section.

District Settings – Change/Edit District Values cont. (Admin Only) *Goal Area

You can edit information by clicking on "Edit," or click "Add New" to add a new Goal Area

Type in a detailed description of the LCAP Goal. This is not required, but can be used to specify board goals and strategic plans.

Then click "Save" to save your changes or "Cancel" to revert to the original values.



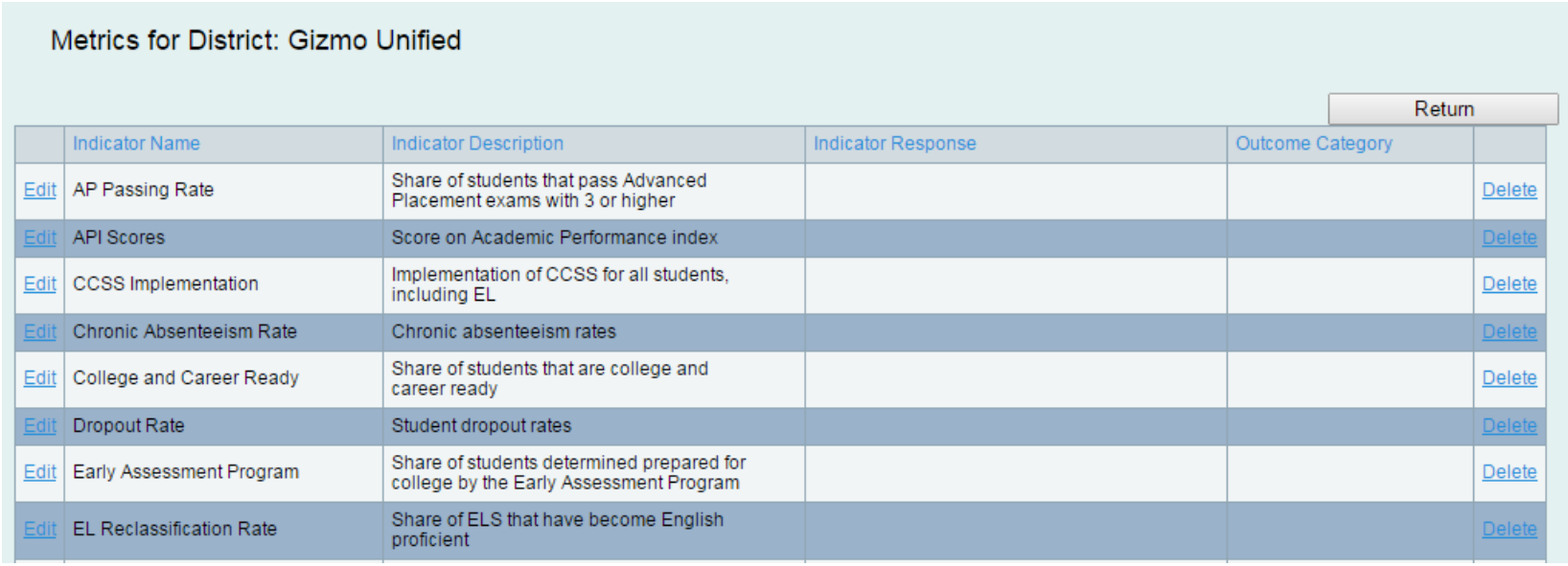
District Settings – Change/Edit District Values cont. Metrics

You can edit information by clicking on "Edit."

Click on "Add New" to add a Priority Area.

To add a Goal Area, enter the new Priority Area for your district.

Click "Return" to return to the district settings page



Metrics for District: Gizmo Unified

Return

	Indicator Name	Indicator Description	Indicator Response	Outcome Category	
Edit	AP Passing Rate	Share of students that pass Advanced Placement exams with 3 or higher			Delete
Edit	API Scores	Score on Academic Performance index			Delete
Edit	CCSS Implementation	Implementation of CCSS for all students, including EL			Delete
Edit	Chronic Absenteeism Rate	Chronic absenteeism rates			Delete
Edit	College and Career Ready	Share of students that are college and career ready			Delete
Edit	Dropout Rate	Student dropout rates			Delete
Edit	Early Assessment Program	Share of students determined prepared for college by the Early Assessment Program			Delete
Edit	EL Reclassification Rate	Share of ELS that have become English proficient			Delete

District Settings – Change/Edit District Values - Expenditure Category/Code

You can edit information by clicking on "Edit."

Edit	9790	Unassigned/Unappropriated/Unrestricted Net Position	No		Delete
Edit	9791	Beginning Fund Balance	No		Delete
Edit	9793	Audit Adjustments	No		Delete
Edit	9795	Other Restatements	No		Delete
Edit	9796	Net Investment in Capital Assets	No		Delete
Edit	9797	Restricted Net Position	No		Delete
Edit	9980	Amount Available	No		Delete
Edit	9989	Amount to be Provided	No		Delete
Edit	9990	Investment in General Fixed Assets	No		Delete
Add New					

Click on "Add New" to add an expenditure code

Click "delete" to delete unwanted codes

District Settings – Change/Edit District Values Metrics

You can edit information by clicking on "Edit."

Metrics for District: Gizmo Unified

Return

	Indicator Name	Indicator Description	Indicator Response	Outcome Category	
Edit	AP Passing Rate	Share of students that pass Advanced Placement exams with 3 or higher			Delete
Edit	API Scores	Score on Academic Performance index			Delete
Edit	CCSS Implementation	Implementation of CCSS for all students, including EL			Delete
Edit	Chronic Absenteeism Rate	Chronic absenteeism rates			Delete
Edit	College and Career Ready	Share of students that are college and career ready			Delete
Edit	Dropout Rate	Student dropout rates			Delete
Edit	Early Assessment Program	Share of students determined prepared for college by the Early Assessment Program			Delete
Edit	EL Reclassification Rate	Share of ELS that have become English proficient			Delete
Edit	Expulsion Rate	Student expulsion rates			Delete
Edit	Facilities in Good Repair	Facilities in good repair			Delete
Edit	Graduation Rate	High school graduation rates			Delete
Edit	Other Local Measures	Other local measures			Delete
Edit	Other Tests				Delete
Edit	Parent Input	Efforts to seek parent input			Delete
Edit	Parent Participation	Need to host more engagement events	Put on a Pancake breakfast	Engagement	Delete
Edit	School Attendance Rates	Student attendance rates			Delete
Edit	Standardized Tests	Performance on standardized tests			Delete
Edit	Standards-aligned Materials	Student access to standards-aligned instructional materials			Delete
Edit	Student Access and Enrollment	Student access and enrollment in all areas of study			Delete
Edit	Suspension Rate	Student suspension rates			Delete
Edit	Teacher Misassignment	Rate of teacher misassignment			Delete
Add New					

Click on "Add New" to add a new Metric.

Select an Outcome Category from the dropdown menu

Click "delete" to delete unwanted metrics

District Settings – Change/Edit District Values Funding Source

You can edit information by clicking on "Edit."

Click "Return" to return to the previous page

Click on "Add New" to add a new Funding Source.

Funding Sources for District: Gizmo Unified

Return

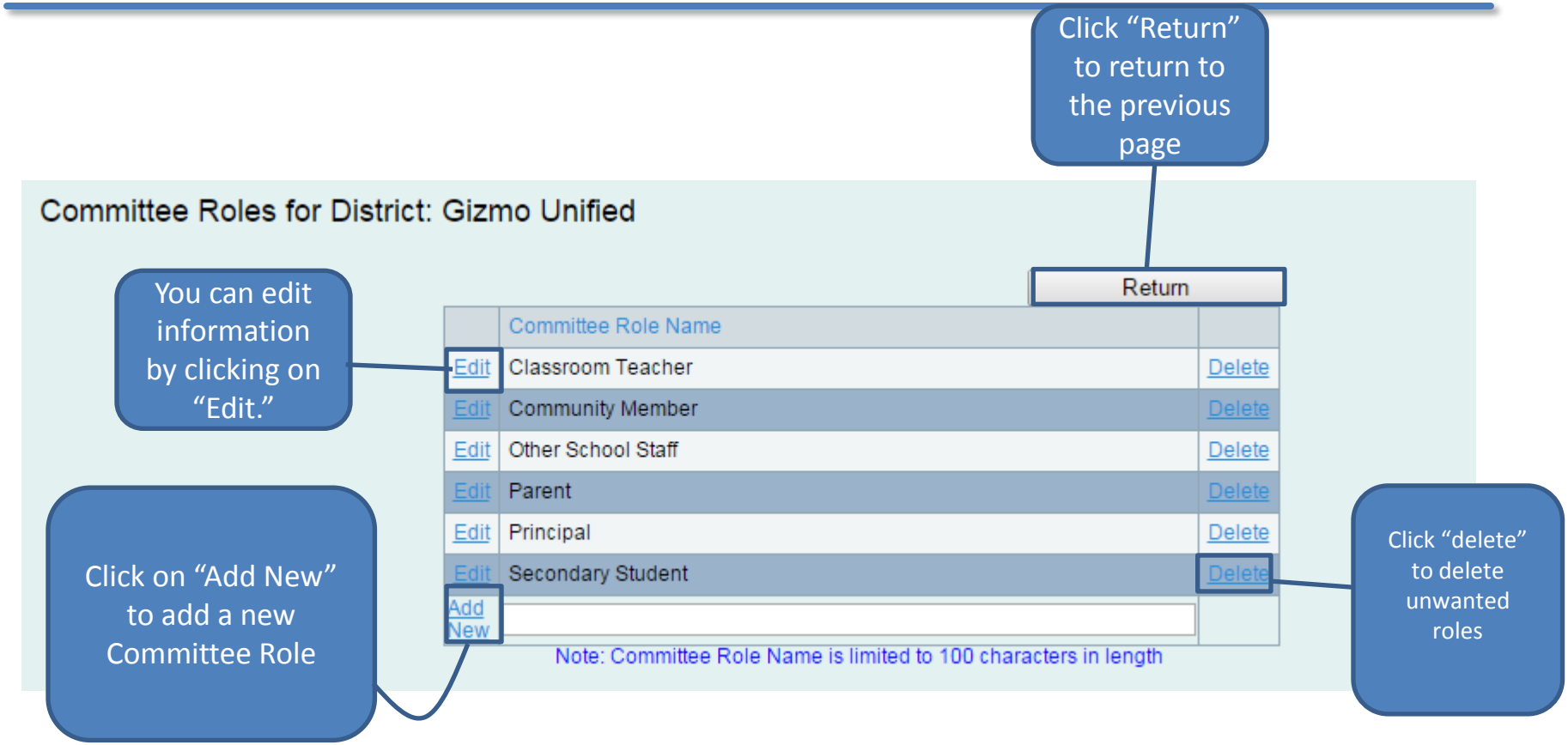
	Fund Abbrv.	Funding Source	Sort Order	Funding Agent	Site Plan Init
Edit	Base	Base	1	State	☑
Edit	Supp/Conc	Supplemental and Concentration Grant Money	2	State	☑
Edit	Title I A	Title I, Part A: Allocation (J-K-L=)	4	Federal	☐
Edit	Title I-A-PI	Title I, Part A: Parent Involvement	5	Federal	☑
Edit	Title I-A-	Title I, Part A Professional Development	6	Federal	☑
Edit	Title II A	Title II, Part A: Improving Teacher Quality	7	Federal	☑
Edit	Title III IEP	Title III, Immigrant Education Program	8	Federal	☑
Edit	Title III LEP	Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students	9	Federal	☑
Edit	Title VI B	Title VI, Part B: Rural Education Achievement Prog	10	Federal	☐
Edit	Tobacco	Tobacco-Use Prevention Education	11	State	☐
Edit	Donations	Donations	12	Local	☑
Edit	Carryover	Carryover	13	Other	☑
Edit	Other	Other Funds/Miscellaneous	14	Other	☑
Edit	QEIA	Quality Education Investment Act (QEIA)	15	State	☑
Edit	LCFF	Local Control Funding Formula	16	District	☐
Edit	Grant	Grant	17	District	☑
Edit	Grant II	Grant II	18	District	☑
Add New				District	☐

Return

District Settings – Change/Edit District Values Committees

Committees for District: Gizmo Unified
You can edit information by clicking on "Edit."
Return
Committee
Committee Description
Site Plan Init
Edit Compensatory Education Advisory Committee
Edit Departmental Advisory Committee (secondary)
Edit District/School Liaison Team for schools in Program Improvement
Edit English Learner Advisory Committee
Edit Gifted and Talented Education Advisory Committee
Edit LCFF Advisory Committee
Edit LEAP Advisory Committee
Edit Other
Edit School Leadership Team
Edit School Site Council
Edit Special Education Advisory Committee
Edit State Compensatory Education Advisory Committee
Add New
Click "Return" to return to the previous page
Click on "Add New" to add a new Stakeholder name.
Return

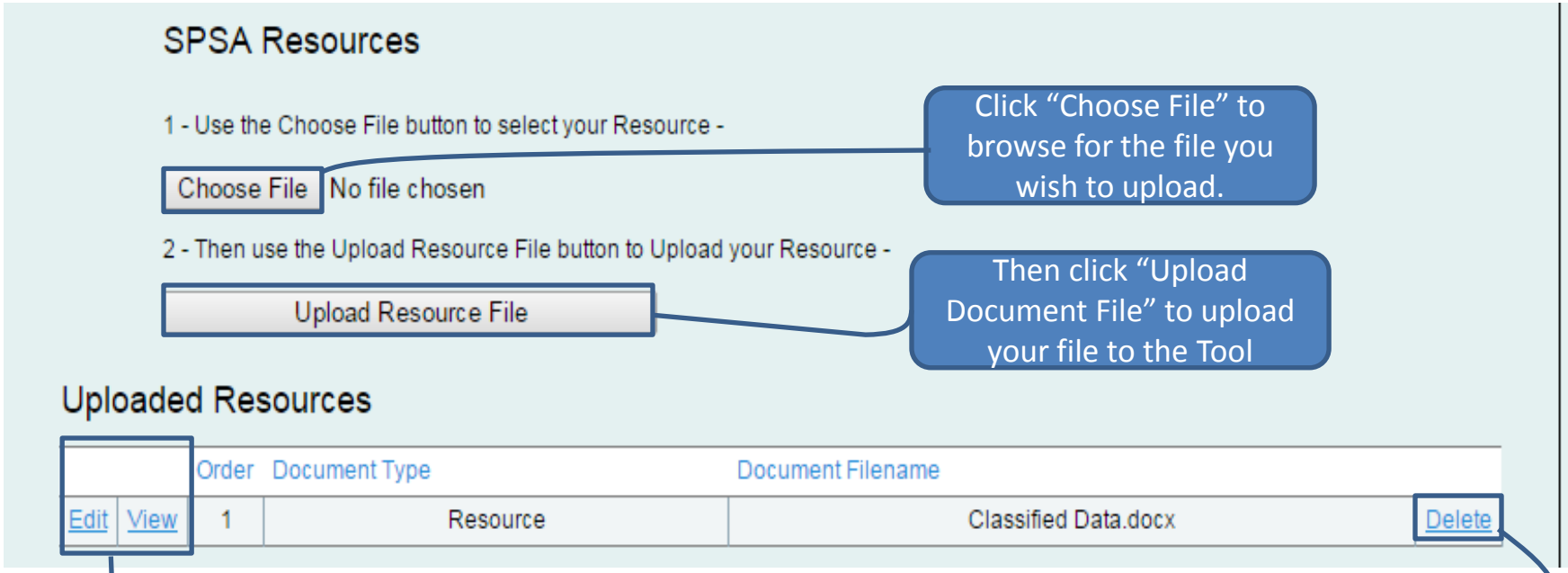
District Settings – Change/Edit District Values Committee Member Roles


Click "Return" to return to the previous page
Committee Roles for District: Gizmo Unified
Return
You can edit information by clicking on "Edit."
Committee Role Name
Edit Classroom Teacher Delete
Edit Community Member Delete
Edit Other School Staff Delete
Edit Parent Delete
Edit Principal Delete
Edit Secondary Student Delete
Add New
Note: Committee Role Name is limited to 100 characters in length
Click on "Add New" to add a new Committee Role
Click "delete" to delete unwanted roles

Manage Resources

- The Resources page is where you can upload specific resources that detail your data as well as other information that might help you in your district planning. Any resources can be uploaded here as reference material.
- You can upload documents specific to your events on the Manage Resources page or on the events page.

Manage Resources



Click "Choose File" to browse for the file you wish to upload.

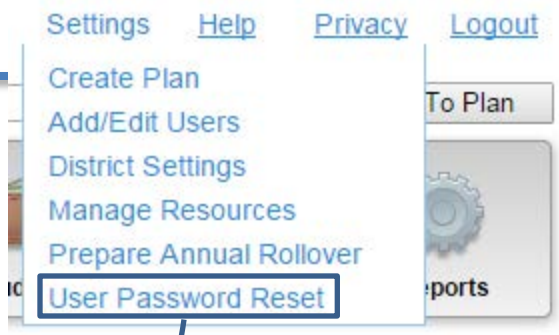
Then click "Upload Document File" to upload your file to the Tool

Click "Edit" to edit information for document (but not the document itself), or "View" to view the document.

Click "Delete" to delete the document.

Change Password

To change your password, go to the "Settings" option at the top of the screen and select the "User Password Reset" option.



Return to Home

On the Password Reset page, type in the new password you would like to use.

Change Password for Account: aaron

New Password:

Then click "Change Password" to change your password, or "Cancel" to cancel.

Minimum length 6 chararacters, at least 1 number are required

Change Password | Cancel

Other Features

- Multiple users at a single site can view and edit the same plan
- Central office users can look at data across schools
- Districts can customize certain aspects of the Tool, such as district goal areas and budget data specifics